



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

- POSITION TITLE:** Student Service Coordinator
Northland Career Center
- F.L.S.A:** Exempt
- QUALIFICATIONS:** Bachelor’s Degree
Missouri certification in Counseling, Special Education, or Vocational Education
Minimum three years teaching experience
Career Education experience preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable
Desire to continue career improvement by enhancing skills and job performance
- REPORTS TO:** Director of Northland Career Center
- TERMS OF EMPLOYMENT:** Teacher contract days plus extended days, with benefits according to Board policy.
- JOB GOAL:** To provide leadership in developing, coordinating, and monitoring special needs services at Northland Career Center.
- ESSENTIAL JOB FUNCTIONS:**
1. Serves as Special Needs Coordinator for Northland Career Center.
 2. Recruits students into appropriate Career and Technical programs and coordinates the enrollment process.
 3. Coordinates the Evaluation Center and all testing.
 4. Maintains compliance with state and federal laws, regulations, and guidelines.
 5. Serves as liaison with sending schools’ counselors and case managers.
 6. Collects IEPs from sending schools; attends IEP and 504 meetings and parent conferences.
 7. Assists Career Center instructors in developing and implementing IEPs for special needs students.
 8. Assists in the modification of Career and Technical programs, curricular, equipment, or methods to meet the needs of students.
 9. Serves as a resource to instructors in all areas of their teaching positions.

10. Maintains rapport and communication between the special needs staff and other instructors in the school.
11. Serves as mediator and counsels students.
12. Works with Vocational Rehabilitation to assist with transitions and the placement and follow-up process of special needs students after successful completion of their program.
13. Maintains accurate records and prepares and submits all required paperwork, (i.e., student rosters, statistics,).
14. Maintains student information and calculates "At-Risk" billings for sending school districts.
15. Coordinates, manages and administers dual credit and articulation.
16. Attends meetings; participates in faculty and subject area committees.
17. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
18. Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
19. Abides by Missouri statutes, and school board and administrations' policies and regulations.
20. Ability to work to implement the vision and mission of the district.

OTHER JOB FUNCTIONS:

1. Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
2. Adheres to good safety practices.
3. Takes all reasonable precautions to protect students, equipment, materials, and facilities.
4. Maintains accurate, complete, and correct records as required by law and district policy.
5. Assists administration in coordinating counseling in crisis situations.
6. Attends out of town meetings and training sessions as requested.
7. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
8. Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
9. Demonstrates effective human relations and communication skills.
10. Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance
11. Maintains strict confidentiality.
12. Supports district/school decisions in a positive manner with the public, other staff, etc.
13. Performs all other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to transmit information, in both verbal and written English, in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. They must also be able to transport themselves to area sending schools for meetings and conferences.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.