

REPORTS TO:	Director of Career and Technical Education
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certified staff.

**JOB SUMMARY**

To assist in ensuring the career success of secondary students with disabilities in regular career and technical education programs.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

**Area I: Responsibilities to Career and Technical Education Teachers**

1. Identifies students with disabilities in career and technical education classes.
2. Provides information regarding students' special learning needs and related IEP goals.
3. Suggests appropriate instructional materials/books/supplementary materials.
4. Adapts current curriculum and helps to develop new curriculum, as needed.
5. Individualizes instruction, as needed.
6. Suggests behavior management techniques.
7. Modifies facilities/equipment as needed.
8. Locates/creates resource material.
9. Provides information on community resources, as needed.

**Area II: Responsibilities to Special Education Teachers/Counselors**

1. Assists in defining appropriate career objectives for the student's IEP if enrolled in a career and technical education training class, as needed.
2. Provides information on student progress in career and technical education classes.
3. Assists in scheduling of student into career and technical education classes, if needed
4. Provides information regarding career and technical education support services.
5. Provides resources for the development of pre-career skills and transition needs.
6. Provides information on community resources, if needed.

**Area III: Responsibilities to Students**

1. Provides information regarding career and technical education class offerings.
2. Locates/creates/provides service needs to help students succeed in career and technical education classes, including note takers, tutoring, study guides, etc.
3. Provides information on career and technical education support services.
4. Assists to identify resources for job information and placement.

5. Provides information on community resources needed for transition.
6. Provides individual counseling, as needed.

**Area IV: Responsibilities to Parents**

1. Provides information regarding career and technical education class offerings.
2. Keeps parents informed/involved in student progress/concerns in career and technical education classes.
3. Provides information on career and technical education support services.
4. Provides information on community resources, if needed.

**Area V: Responsibilities to Administrators**

1. Follows policies and procedures.
2. Provides information regarding career and technical education special needs services.
3. Attends staff meetings and committee meetings.

**Area VI: Professional Responsibilities**

1. Obtains and secures program certification and/or accreditation with a professional organization which meets DESE guidelines.
2. Acquires and maintains professional certification in the area of instruction.

SUPERVISORY RESPONSIBILITIES

Special Needs Population (students with IEPs)

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Baccalaureate Degree (minimum requirement)
2. Missouri teaching certificate, Special Education, or Missouri Guidance and Counseling Certificate
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

***WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Work is performed in and around a student learning environment. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date