Scotland County Schools
Career and Technical Education
Special Populations/Instructional Management Coordinator
Job Description: Major Functions
Summary Rating Form (Required)

This form is to be jointly reviewed by the school's Special Populations/Instructional Management Coordinator and evaluator or designee during the Summary Evaluation Conference conducted at the end of the year.

Instructions:
- Based on the evidence from observations and discussion and other forms of data collection, the Evaluator is to rate the Special Populations/Instructional Management Coordinator's performance with respect to the seven major functions.
- The Evaluator is encouraged to add pertinent comments at the end of each major function.
- The Evaluator and the Special Populations/Instructional Management Coordinator will discuss the results of the appraisal and any recommended action pertinent to it.

Level of Performance
- **Distinguished: D**
  Performance within this function area is consistently superior. Coordinating and teaching practices are demonstrated at the highest level of performance. The Special Populations/Instructional Management Coordinator continuously seeks to expand scope of competencies and constantly undertakes additional, appropriate responsibilities.

- **Accomplished: AS**
  Performance within this function area is frequently above standard. Some practices are demonstrated at the highest level while others are at a consistently high level. The Special Populations/Instructional Management Coordinator frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

- **Proficient: P**
  Performance within this function area is consistently adequate/acceptable. Coordinating and teaching practices fully meet all performance expectations at an acceptable level. The Special Populations/Instructional Management Coordinator maintains an adequate scope of competencies and performs additional responsibilities as assigned.

- **Developing: D**
  Performance within this function area showed adequate growth toward achieving standard(s) during the period of performance, but did not demonstrate competence on standards(s) of performance.

- **Unsatisfactory: U**
  Performance within this function area is inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The Special Populations/Instructional Management Coordinator requires close and frequent supervision in the performance of all responsibilities.

Special Populations/Instructional Management Coordinator
Summary Rating Form (Required)

Name:_____

School: _____ School Year:_____

Evaluator: _____District:_____ _____

Date Completed:_____ Evaluator's Title:_____

Note: *Refer to Special Populations Challenge Handbook and SPC Monitoring Plan to assist with*

compilation of data and files for supporting artifacts

Standard 1: Accountability and Planning

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Assist school and CTE administrators in identifying programs that need improvement to assist special populations students in meeting the performance indicators.					
b. Assist school and CTE administrators in providing strategies to improve supplementary services for members of special populations in meeting the performance indicators.					
c. Maintain relevant record keeping and inventory systems related to job responsibilities.					
d. Coordinate with school and CTE administrators, and other service providers to develop an annual plan of work based on the evaluation and needs assessment results to ensure that students within special populations are receiving adequate supplementary services and career planning.					
e. Coordinates administration of Career and Technical Education assessments and assist in data analysis					
f. Coordinates upload of data required by the Department of Public Instruction					
g. Generates and reports accountability data using current software					
Overall Rating for Standard 1					

Comments:	Evidence or documentation to support rating:
Recommended actions for improvement:	☐ Approved Program Goals (LPS) ☐ Program Assessment – Challenge Handbook ☐ Accountability/Results Report
Resources needed to complete these actions:	☐ SPC Electronic Files (recruitment, enrollment, placement, parent information, CDP+s) ☐ Data Analysis and Collection Activities (monitoring of IEP, 504, & other services) ☐ Instructional Strategies/Teacher Resources ☐ In-service Trainings/Minutes

	Coordination between departments
	☐ Coordination between departments
	☐ SPC Activity Reports
	☐ Student Support Services Log (Career Guidance Services)
	☐ Contact Logs
	☐ Other

Standard 2: Assessment and Prescription

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Identify students within special populations each semester, and provide information to CTE teachers and suggest possible teaching strategies.					
b. Coordinate with CDC and assess the characteristics of students using interest inventories, learning style assessments, or similar instruments.					
c. With input from the CTE teachers, individually develop, implement and monitor the CDP+.					
d. Participate on the IEP Team for students enrolled in CTE courses, as needed, in the development and implementation of the CTE and transition components of the IEP.					
e. Coordinate special services for special populations students.					
f. Maintain a CTE resource laboratory for members of special populations and CTE teachers.					
g. Assist with transition services for special populations students.					
Overall Rating for Standard 2					

Comments: Recommended actions for improvement: Resources needed to complete these actions:	**Evidence or documentation to support rating:** ☐ Annual SPC Calendar ☐ Accountability/Results Report/Relative Reports ☐ Program Assessment ☐ Class List ☐ SPC Rosters ☐ SPC Modification Forms ☐ Student Support Services Log ☐ Modified Blueprints ☐ Completed Learning Styles Inventories ☐ Completed Career Interest Inventories ☐ IEP Team Meetings ☐ SPC Electronic Files ☐ Completed CDP+ (Electronic) ☐ Data Analysis and Collection Activities ☐ Instructional Strategies/Teacher Resources ☐ In-service Trainings/Minutes ☐ SPC Plan of Work ☐ CTE Enrollment Data

	☐ Contact Logs ☐ EC Transition Plan services ☐ Approved Program Goals (LPS) ☐ SPC Resource Library Checklist ☐ Other	

Standard 3: Major Function: Curriculum Management and Instructional Support

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Provides teachers with appropriate instructional management resources such as blueprints, curriculum guides, equipment lists, facility guides and/or vendor generated curriculum resources					
b. Assisting teachers in understanding and implementing the CTE computerized instructional management system; provides technical assistance in analyzing the performance data in the Local Planning System to improve instruction and student performance while					
c. Encourages and supports the improvement of instruction through a current knowledge of curriculum development and instructional strategies					
d. Assists teachers in understanding and implementing the CTE computerized instructional management system.					
e. Maintains current knowledge of the Standard Course of Study, 21st Century Skills, current Graduation Requirements and Graduation Projects to foster high-skill, high-wage, and high-demand career opportunities for students					
Overall Rating for Standard 3					

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**	**Evidence or documentation to support rating:** ☐ Annual Calendar ☐ Activity Reports ☐ Approved Program Goals (LPS) ☐ Program Assessment ☐ Accountability/Results Report ☐ Training Documentation ☐ In-service Meetings/Minutes ☐ Support Team Meetings ☐ Adheres to Compliance Statement ☐ Contact Logs

Standard 4: Coordination with Other Service Providers

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Collaborate with CTE teachers and other relevant service providers in providing services to special populations students.					
b. Coordinate with data managers, CTE Director, special education, vocational rehabilitation, community agencies, businesses/industry, and others to provide supplementary services to members of special populations.					
c. Facilitate in-service training for school personnel working with students within special populations to improve their abilities and techniques in meeting the special needs of these students.					
d. Monitor the CTE component of the IEP and CDP+ to ensure that appropriate supplementary services are provided and performance indicators are met.					
e. Coordinate work experiences and educational trips for special populations students where appropriate.					
Overall Rating for Standard 4					

| Comments:

Recommended actions for improvement:

Resources needed to complete these actions:	**Evidence or documentation to support rating:** ☐ Annual SPC Calendar ☐ Approved Program Goals (LPS) ☐ CTE Class List (Enrollment and Class Size) ☐ SPC Rosters ☐ SPC Modification Forms ☐ Formal and Informal Mentoring ☐ Student Support Services Log ☐ IEP Team Meetings ☐ Modified Blueprints ☐ SPC Electronic Files ☐ CTE Enrollment Data Report ☐ Accountability/Results Report ☐ Program Assessment ☐ Completed CDP+ (Electronic) ☐ Instructional Strategies/Teacher Resources ☐ In-service Trainings/Minutes ☐ SPC Plan of Work ☐ SPC Activity Reports ☐ Contact Logs ☐ Workbased Learning Activities Log ☐ Other

Standard 5: Monitoring Access, Progress, and Success

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Monitor LEA, School, and course demographic and attainment data to assist in determining maintenance and improvement of access, progress, and success of students within special populations in CTE programs.					
b. Assist in assessing the attainment of performance indicators for students within special populations.					
Overall Rating for Standard 5					

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**	**Evidence or documentation to support rating:** ☐ Annual SPC Calendar ☐ CTE Enrollment Data Report ☐ Accountability/Results Report ☐ Non-traditional Enrollment ☐ Data Analysis and Collection Activities ☐ Program Assessment ☐ Support Services Log ☐ CDP+ ☐ Scope of Work Indicators ☐ Contact Logs ☐ Approved Program Goals (LPS)

Standard 6: Outreach and Recruitment

Elements	Unsatisfactory	Below Standard	Proficient	Accomplished	Distinguished
a. Coordinate with CDC, guidance, CTE teachers, and CTSOs to promote recruitment, enrollment, and placement activities for special populations students in CTE.					
b. Provide information about CTE opportunities to special populations students and their parents.					
Overall Rating for Standard 6					

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**	**Evidence or documentation to support rating:** ☐ Annual SPC Calendar ☐ SPC Activity Report ☐ Accountability/Results Report ☐ Approved Program Goals (LPS) ☐ Program Assessment

	□ Training Documentation
	□ CTSO Activities Log
	□ Non-traditional Activities
	□ Career Awareness Activities
	□ SPC Publications
	□ Parental Contacts/Information
	□ Contact Logs

Standard 7: Professional Development

Elements	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
a. Provides high quality, sustained, classroom-focused professional development that has a positive and lasting impact on classroom instruction and teacher's performance in the classroom, and are not 1-day or short-term workshops or conferences					
b. Coordinates with CTE Director to ensure that professional development and other strategies for improvement are included in the Local Planning System as appropriate					
c. Creates professional development based on information gained from attendance at regional, state and national conferences and meetings, including integration of academic and CTE curricula					
d. Maintains a current knowledge base of Career and Technical Education latest trends, developments, and research including labor market and economic development trends					
e. Attend workshops and meetings designed to enhance job performance.					
f. Network with other Special Populations/Instructional Coordinators in LEA, region and state.					
Overall Rating for Standard 7					

| Comments:

Recommended actions for improvement:

Resources needed to complete these actions: | **Evidence or documentation to support rating:**

□ Annual SPC Calendar
□ SPC Activity Report
□ Accountability/Results Report
□ Approved Program Goals (LPS)
□ Program Assessment
□ Training Documentation
□ Support Team Meetings
□ Professional Development Plan
□ Contact Logs |

Standard 8: Major Function: Interacting Within the Educational Environment and other Duties

Elements	Unsatisfactory	Below Standard	Developing	Proficient	Accomplished	Distinguished
a. Treats all students in a fair and equitable manner.						
b. Participates in, upon request, LEA committees designed to plan for various aspects of the total Career and Technical Education program.						
c. Interacts effectively with students, co-workers, parents and the community.						
d. Carries out appropriate non-instructional duties as assigned and/or as need are perceived.						
e. Adheres to established laws, policies, rules and regulations.						
f. Shows initiative and is self-directed						
g. Demonstrates effective leadership skills, to include thinking and problem-solving skills						
h. Demonstrates effective communication skills						
Overall Rating for Standard 8						

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**		**Evidence or documentation to support rating:** ☐ Annual SPC Calendar ☐ SPC Activity Reports ☐ Approved Program Goals (LPS) ☐ Program Assessment ☐ Accountability/Results Report ☐ Training Documentation ☐ In-service Meetings/Minutes ☐ Support Team Meetings ☐ Adheres to Compliance Statement ☐ Contact Logs

Overall Rating	Unsatisfactory	Developing	Proficient	Accomplished	Distinguished
Overall Rating for Standard 1Accountability and Planning					
Overall Rating for Standard 2 - Assessment and Prescription					
Overall Rating for Standard 3 - Curriculum Management and Instructional Support					
Overall Rating for Standard 4- Coordination with Other Service Providers					
Overall Rating for Standard 5- Monitoring Access, Progress, and Success					
Overall Rating for Standard 6 - Outreach and Recruitment					
Overall Rating for Standard 7 - Professional Development					
Overall Rating for Standard 8 - Interacting Within the Educational Environment and other Duties					

CTE Director's Comments:

Coordinator's Comments:_____

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_____ _____

CTE Director's Signature   **Date**

_____ _____

SPC/IMC Coordinator's Signature   **Date**