



<b>Title:</b>	<b>Special Populations Coordinator</b>
<b>Reports to:</b>	Principal
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

The major functions include accountability and planning for the needs of special populations students in Career and Technical Education programs, maintaining records such as the CDP+ and assisting in meeting performance indicators of identified students in CTE programs. The Coordinator will identify students and coordinate appropriate services, attend IEP meetings and assist in transition services for Exceptional Children, collaborate with teachers, data managers and administrators, facilitate in-service training for school personnel, and maintain a resource lab for students. The Coordinator will also monitor student data, prepare state reports and assist in community outreach for identified students in CTE programs. The Coordinator will assist the CTE support team in providing student services at all schools.

**Qualifications:**

Bachelor's degree and current license in Career and Technical program area including 12 semester hours in related courses such as Teaching Strategies for Special Needs Students or Diversity or Psychology, Classroom Assessment or Career Counseling. Must obtain a Special Populations Coordinator license and participate in a 10-hour NCDPI Induction program.