JOB TITLE: SPECIAL POPULATIONS COORDINATOR

JOB DESCRIPTION:

This employee is responsible for planning, developing, coordinating, and assessing job training and transition services for special populations.

Duties of this position include but are not limited to:

1. Planning:
   a. Participating in the development and implementation of district procedures for programs.
   b. Participating in the application for and implementation of appropriate state and federal grants.
   c. Monitoring federal and state funded projects.
   d. Assisting in the development of policies for job training and transition services.
   e. Developing, monitoring and evaluating transitional plans.
   f. Planning procedures for the collection of data for required state, district, and federal reports.

2. Coordinating:
   a. Supervising ESE OJT Teacher/Coordinators and job coaches.
   b. Assisting those teachers in methods of instruction, use of materials, etc.
   c. Participating in ESE/Vocational committees in a leadership role.
   d. Assisting with the coordination of agency participation in transition services.

3. Evaluating and Reporting:
   a. Evaluating job training programs for special populations based on state, district, or federal criteria.
   b. Assisting with the development and implementation of Vocational Core Measures and Standards.
   c. Assisting in the development and dissemination of the required vocational program information for students who are members of special populations.
   d. Preparing and submitting reports on job training and transition services for special populations as required by state and federal law.
   e. Monitoring the implementation of grant proposals.

REQUIRED QUALIFICATIONS:
1. Bachelor's degree.
2. Certification in ESE or Vocational subject area.

DESIRABLE QUALIFICATIONS:
1. Master's degree or above.
2. Experience with special populations.