

Position: Student Services Coordinator at Career and Technical Center - Endorsement 309

Responsibilities:

- The successful applicant must prepare for and provide instructional, career, collaborative, and supportive assistance to career and technical education (CTE) students.
- Primary responsibility is to identify and assess students to determine their qualification as “special populations” and to assess interest, abilities, aptitudes and specific needs of these students. This includes services such as (a) curriculum, classroom and equipment modifications; (b) supportive personnel; (c) instructional aids and devices; (d) academic assistance; (e) equal access to nontraditional education and training programs, pre-employment services, etc.; and (f) equal access to recruitment, enrollment, retention, completion, placement activities, and preparatory and support service.
- The position requires planning for and creating programs that address graduation and completion rates, dropout prevention planning, having access to strategies that accomplish robust assessments for reading and math literacy, and obtaining measures for targeting additional instructional support in the MS Career Planning and Assessment System II (MS-CPAS2).
- Collaborations include parent, community, business, and industry and working within the school system to best promote success for CTE and special populations students.
- Provide services to prepare special population students for nontraditional education, training, and employment in high-skill, high-wage, high-demand occupations.
- The position requires demonstration of disciplinary skills, classroom management skills, maintaining lab equipment/supplies, and normal classroom/career and technical education record keeping and reporting that may be required by the state department of education or other agencies detailing services and activities provided to special populations students.
- Applicant must have the ability to supervise high school students in class, in student organization activities/competitions and in tours.
- Applicant will assist Director with mentoring new teachers and with MSTAR.

Required Qualifications:

- To validate technology competency - IC3 or Propulse.
- Earn endorsement 309 by completing an approved three semester credit course in History, Philosophy, or Principles of Vocational Education during the first year of employment OR completion of the comparable education module at the RCU at MSU,
- High school teaching experience,
- Successful experience facilitating student and adult learning and delivering professional development specific to literacy instruction,
- Successful experience mentoring, coaching and providing feedback about instruction to classroom teachers,
- Experience leading others in a collaborative process,
- Experience analyzing and using student achievement data for instructional purposes.
- Ability to work with the director and CTE teachers to teach efficient and practical skills to help students build vocabulary, comprehension, and expressive skill capacity. This will be aligned with the Common Core and focuses on explicit instruction techniques using literacy strategies that are incorporated into specific content area. (ASK-CTE)
- Must obtain Mississippi school bus driving certification.

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