

George County School District



Career Technical Education Student Services Coordinator

Job Purpose- George County High School is committed to providing students with high-quality educational opportunities. The Student Services Coordinator (SSC) is responsible for supporting students enrolled in Career and Technical Education (CTE) programs to ensure academic success, skill development, and preparation for the workforce. The SSC provides instructional, career, collaborative, and supportive assistance to CTE students, particularly those identified as special populations, to remove barriers and ensure equal access to career and technical education programs and services.

Knowledge, Skills, and Abilities

- Knowledge of current teaching methods, instructional strategies, and educational pedagogy, including differentiated instruction based on student learning styles.
- Knowledge of Career and Technical Education programs, career readiness skills, and workforce preparation strategies.
- Knowledge of student data systems, data analysis procedures, and the development of action plans based on student performance.
- Knowledge of applicable federal and state laws and regulations related to education, career and technical education, and special populations.
- Knowledge of assessment administration and procedures for state and national career certification testing.
- Ability to use computer network systems, student information systems, and software applications required for reporting and program management.
- Ability to organize and coordinate work, programs, testing activities, and student services.
- Ability to communicate effectively with students, parents, educators, administrators, and community partners.
- Ability to collaborate with community agencies, business partners, and industry representatives.
- Ability to analyze student performance data to support student success and program improvement.
- Ability to engage in self-evaluation related to performance and professional growth.
- Ability to establish and maintain effective working relationships with staff, students, parents, and community stakeholders.

Minimum Qualifications

- Valid Mississippi Educator Licensure with appropriate endorsement.
- Bachelor's degree from an accredited college or university in an education-related discipline applicable to the assignment.
- Master's degree preferred.
- Prior successful teaching experience preferred.
- Meet additional qualifications and requirements as established by the school district and the Mississippi Department of Education.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Identify and assess students to determine qualification as special populations and identify additional services needed for success in CTE programs.
- Provide remediation in basic reading, mathematics, and core subject areas aligned with state testing requirements when needed.
- Collaborate with parents, community organizations, businesses, and industry partners to promote student success in career and technical education programs.
- Recruit, enroll, support, retain, and follow up with special populations students preparing for high-skill, high-wage, and high-demand occupations or nontraditional careers.

- Provide career and technical assessments to determine students' interests, abilities, aptitudes, and specific needs.
- Coordinate enrollment, scheduling, administration, and reporting of national and state certification assessments.
- Recruit and coordinate teachers, and support staff to assist with certification assessment administration and program activities.
- Provide supplemental instruction and developmental services to special populations students based on identified needs.
- Ensure special populations students have equal access to recruitment, enrollment, retention, completion, and placement activities in CTE programs.
- Provide support services including curriculum modifications, classroom accommodations, instructional aids, academic assistance, and access to nontraditional training programs.
- Assist special populations students in mastering skills necessary to be successful in CTE programs and career pathways.
- Provide transitional information and services to help students prepare for employment, postsecondary education, or advanced training.
- Attend Individualized Education Program (IEP) meetings and parent-teacher conferences involving career and technical education students when requested.
- Coordinate and administer career and technical education assessments including, but not limited to NCCER, ASE, ServSafe, NCHSE, ESB, and other industry certification tests.
- Provide remediation and support in technical skills related to CTE courses offered within the district.
- Support students in successfully completing CTE courses and meeting high school graduation requirements.
- Maintain secure and accurate records documenting services and activities provided to special populations students.
- Assist with planning and implementing recruitment activities for career and technical education programs.
- Attend professional development opportunities, conferences, and workshops related to career and technical education.
- Maintain communication with school administrators, counselors, teachers, and district staff regarding student progress and program needs.
- Ensure compliance with state and federal guidelines related to career and technical education and special populations services.
- Perform duties and responsibilities assigned by the Mississippi Department of Education and George County School District related to CTE programs.
- Perform other job-related tasks as assigned by the immediate supervisor or superintendent.
- Limited travel to and from meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Career and Technical Education Director & High School Principal

Supervises: N/A

Terms of Employment: Contract / 187 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____ Employee's Printed Name

_____ Employee's Signature & Date

_____ Supervisor's Signature & Date