



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Student Service Coordinator
Reports To: Assistant Superintendent of Secondary Programming and EMC
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2005
Last Revised Date: 06/2015

Summary:

Responsible for planning, application, implementation and evaluation of the Education for Employment (EFE) Special Populations, student services, guidance and gender equity components of county-wide EFE program by performing the following duties.

Essential Duties and Responsibilities:

- Coordinate Special Populations plan with special education, local school districts and appropriate community agencies for county career and technical education students
- Coordinate efforts for identification and accommodation for Special Populations students as required by Michigan Office of Career and Technical Education
- Collect, analyze and submit Career & Technical Education Information System (CTEIS) data to determine maintenance and improvement of access, progress and success of members of special populations in career and technical education programs
- Assist with state reporting including application, correspondence and final reports
- Recruit for technical assistant positions; coordinate and monitor the technical assistants' duties
- Provide guidance, counseling and career development activities for career and technical education (EFE) students
- Assist and provide counseling assistance for student behavior intervention
- Facilitate monthly meetings for county guidance counselors as well as plan career guidance, professional development and promotional activities for this group
- Promote/market career and technical education within the local school districts and community through various countywide activities
- Facilitate and serve as Kalamazoo RESA link to occupational advisory committees
- Serve as liaison and collaborates the special education, career and technical education (EFE) teachers and other relevant service providers to special populations students
- Coordinate countywide activities to incorporate gender equity throughout the EFE Programs
- Maintain relevant record keeping and inventory systems related to job responsibilities
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Valid Michigan teaching certificate with counselor (NT) endorsement or school guidance counselor license and Vocational endorsement preferred. Five years' experience working with high school students focused on career counseling. Experience working with Special Populations students, such as those with emotional and cognitive impairments, in a career placement capacity is preferred.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Experience with working with diverse populations
Attitude of acceptance and esteem for students within the special populations
Works in a team oriented fashion
Interpersonal skills to effectively interact with people
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence and procedures
Effectively present information in front of groups and engage with audience
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in a timely manner
Excellent communicator including listening skills, oral and written ability
Adapts to frequent changes in the work environment
Practices safe work habits
Used equipment and materials properly

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

Work Environment:

Office environment with little exposure to excessive noise.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.