



Lebanon County Career and Technology Center

Position Posting

Position Title: Special Populations Coordinator

Location: Lebanon County Career and Technology Center

The Lebanon County Career and Technology Center (LCCTC) is now accepting applicants for the position of Special Populations Coordinator. This is a 189-day, full-time professional position.

Performance Responsibilities: The essential functions of this position include, but are not limited to the following fundamental duties:

- Attend IEP meetings and provide input regarding program requirements, skills, and activities.
- Collaborate with career and technical instructors, providing information about students' strengths and needs, instructional support and strategies relating to SDI's, and appropriate modifications and accommodations to instruction, materials and program equipment.
- Work with students by providing push-in and pull-out support, in individual and small group settings.
- Communicate and collaborate with special education case managers at sending districts to ensure implementation of IEP.
- Communicate with parents regarding students' needs and progress.
- Support student orientation, career planning and preparation.
- This position also coordinates supports for students with other needs such as homelessness and teen parents and includes connecting with community agencies, language assistance, counseling services, etc.

Minimum Qualifications:

- Bachelor's Degree in Education required. Master's preferred.
- Special Education Certification Required. Supervisory certification preferred.
- Minimum of five (5) years classroom teaching experience preferred.
- Prior experience working in a career and technical education setting preferred.
- Experience providing special education learning support.
- Pennsylvania Department of Education certification required.
- Excellent organizational, time management, human relations, written, verbal, and communication skills, maintains confidentiality according to FERPA.
- Ability to work effectively with teachers and administrators.

Application Process:

Interested applicants should submit a letter of interest, resume, the PDE Standard Application, certifications, and three current letters of recommendation to: Marilyn Lathrop, Assistant Director, Lebanon County Career and Technology Center, 833 Metro Drive, Lebanon, PA 17042, or mlathrop@lcctc.edu E.O.E.

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire.

Prior applicants need not reapply.

Application Deadline: January 22, 2024 or until appropriate candidate is identified.