



## POSITION ANNOUNCEMENT

**Position:** Career Technical Education Support Services Coordinator

**Job Description:** Southwest Mississippi Community College has an opening for a full time Career Technical Education Support Services Coordinator. The coordinator is a teacher who provides instructional, career, collaborative and supportive assistance to the career and technical education (CTE) students. Their primary charge is to identify and assess students to determine their qualification as "special populations" and any appropriate additional services needed. This position reports to the Associate Vice President for Career Technical Education.

**Duties and Responsibilities:** Include but are not limited to:

- Identify and assess special populations students.
- Provide additional educational instruction and developmental services to special populations students, as identified through assessment.
- Provide for appropriate vocational assessment of interest, abilities, aptitudes, and specific needs of special populations students.
- Ensure that special populations students are provided equal access to recruitment, enrollment, retention, completion, placement activities, and preparatory and support service.
- Support special populations students with services such as (a) curriculum, classroom, and equipment modifications; (b) supportive personnel; (c) instructional aids and devices; (d) academic assistance; and (e) equal access to nontraditional education and training programs, pre-employment services, and so forth.
- Provide transitional information and services for all special populations students.
- Performs other duties as may be assigned.

**Salary:** Based on education and experience.

**Qualifications:** A Bachelor's degree from an accredited institution. Hold or be able to obtain a teaching license from Mississippi Department of Education with specific Subject Area endorsement. Two (2) years teaching experience within the last five (5) years.

**Evaluation Criteria:**

SMCC will use the following to evaluate each applicant:

1. Application and supporting credentials  
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Cover Letter and Resume
3. Transcripts (only if applicant is selected by the screening committee for an interview)
4. Personal interview (only if applicant is selected by the screening committee for an interview)

**Contact:** Send application, cover letter, resume, and transcript to Becky Newman, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3841, Fax: 601-276-4331, Email: [bnewman@smcc.edu](mailto:bnewman@smcc.edu).

**Application Deadline:** July 9, 2018

**Nondiscrimination Statement:** Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3732; SMCC, 1156 College Drive, Summit, MS 39666.