

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Structured Learning Coordinator

Qualifications: 1/ NJ Instructional Certification, 2/Possess the ability to work with children with disabilities, 3/ Demonstrated aptitude or competence for assigned responsibilities, 4/ Ability to meet the requires of NJ Title 6A:9-5.22 regarding teaching, child labor laws and safety and health programs 5/ Required criminal background check & proof of U.S. citizenship or legal alien status, 6/ Ability to work on site during the hours required, 6/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Director of Pupil Services, Building Principals.

Job Goal: Provide coordination of vocational and life skills training to students with disabilities assigned to the program. The facilitator will develop , monitor and document vocational opportunities for students with employers and serve as a liaison with teachers, counselors, CSTs, administrators and the home.

Performance Responsibilities: 1/ Assist other school personnel and employers in maintaining a learning environment that is safe, respectful and effective for students to learn and progress, 2/ Assist in designing and monitoring community based employment opportunities which support each students transition plan, 3/ Work collaboratively with other faculty and administrators, employers, Department Heads, Administrative Committees and School Improvement Teams to ensure a collaborative approach that promotes student success, 4/ Monitor student's progress while in vocational environment--consult with teachers and other support staff on an as-needed basis, 5/ Act as a resource to other faculty, staff and administrators with respect to students enrolled in/returning to/entering the transitional program, 6/ Review and have knowledge of each student's transition plan, 7/ Work collaboratively and supportively with parents, 8/ Develop liaisons and collaborative relationships with potential employers, 9/ Plan and confer with the classroom teacher of students as requested concerning any problems or impediments to success, 10/ Coordinate career goals with career exploration, classroom counseling and coaching activities, 11/ Participate in staff meetings relative to student academic and vocational transitioning training, 12/ Maintain appropriate records on occupational competencies, job site performances, readiness skills, life skills, etc., 13/ Enforce all board policies, administrative directions and state laws/regulations, 14/ Other duties as assigned.

Terms: Salary as negotiated for teaching staff members. 11 month position. Benefits as provided full time teaching employees. Services are annually renewed until tenured as per state law.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Established: 2003,
Revised: 7/08

6A: 9-5.22 Structured Learning experiences/ career orientation coordination

(a) Structured Learning experiences/ career orientation coordination include experiences designed for career awareness, career exploration and/ or career orientation. These experiences must be in non-hazardous occupations in any career cluster.

(b) The chief school administrator may assign an individual to coordinate structured learning experiences/ career orientation if the individual:

1. Holds a standard instructional certificate;
2. Presents evidence of one year of full-time, successful classroom teaching experience;
3. Completes training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900; and
4. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19, Vocational - Technical Education.

(c) The chief school administrator of the employing district board of education shall:

1. Annually notify the county superintendent of all persons assigned to coordinate structured learning experiences/ career orientation; and
2. Forward to the county superintendent copies of certificates of completion for the required training hours pursuant to (b)3 and 4 above.

6A: 9-13.19 Cooperative education coordinator – hazardous occupations

(a) The cooperative education coordinator (CEC) – hazardous occupations endorsement is required for an individual to serve as a coordinator supervising vocational students who are participating in cooperative education experiences

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in hazardous occupations in accordance with New Jersey Child Labor Laws,

N. J. S. A. 34: 2-21, and New Jersey Department of Education rules at N. J. A. C.

6A: 8 and 6A: 19. This endorsement authorizes the holder to place and supervise

vocational students in school-sponsored cooperative education experiences as

part of a vocational-technical education program. This endorsement also permits the individual to supervise students participating in any other structured

learning experience (SLE) in any career cluster.