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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action \_\_\_\_\_ X \_\_\_\_\_

Item: Request for Personal CTES Prevocational

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 15, 2023

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### RECOMMENDATION:

KTC is recommending hiring one (1 FTE) CTE Specialist to support the Prevocational program

### BACKGROUND:

As the need for prevocational placements rise due to the continuum, the support of a CTES will be most beneficial to our students and instructors. The CTES will work with instructional staff to ensure students are able to meet the requirements to move into a more rigorous vocational setting. This will be achieved by the increased instructional support provided by the CTES as well as ensuring all remediation needs are met. This position will be funded out of the special education budget.





KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

### **Job Description**

**Job Title:** Special Education Intervention Specialist - CTES (1.0 FTE)  
Kent Career Tech Center

**Reports To:** Principal - KCTC/KTC or Designee (Immediate Supervisor)

**Classification:** Union - KIEA CTE Specialist

**Terms of Employment:** Governed by KIEA Master Agreement

**Summary:** Provides direct assistance through Special Education Services and a Multi-Tiered System of Support (MTSS), as part of the Student Services Team, to students who need additional support to maximize achievement at the Kent Career Technical Center.

### **Job Qualifications:**

1. Must have graduated from high school (Associate's or Bachelor's Degree preferred).
2. Experience and/or knowledge of Special Education Services or Multi-Tiered Systems of Support preferred.
3. Experience working with a team to collect, interpret, and use data to make decisions.
4. Demonstrates interpersonal skills to interact with students, staff, and parents effectively.
5. Ability to concentrate and pay close attention to details, organize, prioritize, and work independently, as well as schedule and produce work in a timely manner.
6. Must have demonstrated ability to work with culturally diverse student populations, including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
7. Ability to work with students with special needs.
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Ability to implement teacher philosophy accurately and consistently.
10. Ability to be flexible and maintain confidentiality.

### **Specific Duties and Responsibilities:**

1. Meets with the instructional staff, Student Success Team, and Administration to assist in developing,

implementing, and continuously improving Special Education and MTSS services - ultimately ensuring that students receive appropriate support services and interventions.

2. Assists in providing specialized and accommodated instruction in the various aspects of Vocational and Career Technical Education (CTE).
3. Supplements the instructor's demonstration of the safe and proper use of the program's tools, equipment, and machinery with students needing additional assistance.
4. Uses remedial and tutorial techniques, as directed, to assist students in gaining the most from their instruction.
5. Assists students on a one-to-one or small group basis as directed by the lead instructor.
6. Assists students with work assignments that may require strenuous physical exertion.
7. Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater influence on the learning process.
8. Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
9. Assists in the setup and operation of equipment used in the teaching process.
10. Assists instructors with implementing Student Success Plans - including curricular supports, accommodating or removing barriers, and assistive technology.
11. Demonstrate initiative and creativity – is self-directed.
12. Shares the student progress data with the Student Services team - following Special Education and MTSS data review cycles.
13. Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.
14. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career Technical Center.
15. Accepts additional tasks and responsibilities as assigned by the Principal or designee.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*