



Lebanon County Career and Technology Center

Position Posting

Position Title: Career and Technical Learning Facilitator

Location: Lebanon County Career and Technology Center

The Lebanon County Career and Technology Center (LCCTC) is now accepting applicants for the position of Career and Technical Learning Facilitator. 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 teachers, providing information about students' strengths and needs, instructional supports 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 both 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.
- Be able to collaborate and work with the special populations team
- 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 preferred or working towards certification.
- Minimum of three (3) years classroom teaching experience preferred.
- Prior experience working in a career and technical education setting preferred.
- Experience providing special education 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

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

Application Deadline:

The position will remain open until the appropriate candidate is identified.