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<b>Job Title</b>	CTE Accessibility Support Coach
<b>PVN ID</b>	QB-2312-006005
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$25.00-\$25.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 06, 2024 (Or Until Filled)

## General Description

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### Career and Technical Education (CTE) Accessibility Student Support Coach

Queensborough Community College is dedicated to academic excellence and rigor and to providing an affordable, high-quality education to pre-college, college, and lifelong learners. Our faculty and staff are committed to the holistic development of today's students in a nurturing and diverse environment that prepares them to be successful in a dynamic workforce. The College affirms its open admissions policy and its strong support of critical thinking, intellectual inquiry, global awareness, civic responsibility, and cultural and artistic appreciation. Queensborough proudly reflects the unique character of the local Queens community, the most diverse county in the United States.

The Carl D. Perkins Career and Technical Education Act is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

This position will be funded by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

The Career and Technical Education (CTE) Accessibility Student Support Coach reports to the Director of the Office of Accessibility Services (OAS). OAS collaborates with and empowers students who have disabilities in order to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. The CTE Accessibility Student Support Coach works with a caseload of CTE students to provide academic and emotional support and collaborates with the OAS staff for the unified goal of successful student retention/completion.

The Career and Technical Education (CTE) Accessibility Student Support Coach will also work closely with the Perkins Grant Director and team, be a member of the R.I.S.E. (Road Interdependence and Student Excellence) team, the CTE Interdisciplinary Team and the Perkins Local Advisory Council.

December 2023 – June 2024, with possibility for renewal annually.

## Other Duties

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### Specific Job Duties:

- Coordinate and conduct study skill workshops on various topics that are reflective of students' individual learning skills and disabilities. In addition, assist the Office of Accessibility Services with the development of workshops aimed at improving retention and graduation rates for CTE students with disabilities.
- Produce reports and feedback for internal and external constituents.
- Participate in campus-wide student outreach and support activities such as orientation, registration, commencement, and other college-wide events.
- Liaise with high school special education programs, promoting CTE majors at QCC.
- Track CTE students and assist in completing Perkins Grant reports.
- Clarify class material and offer perspectives on learning it.
- Monitor, assess, and report student progress throughout the semester.
- Assess students' individual needs and develop plan for personalized support; conduct one-on-one academic skills coaching to enhance study strategies and learning techniques, including note-taking methods, active reading strategies, and exam preparation techniques.
- Work with students to set achievable short-term and long-term academic goals and develop action plans, assist students in managing their time efficiently.
- Provide support and encouragement to boost students' motivation and self-confidence, helping them overcome academic challenges and setbacks.
- Document sessions, submit End-of-Semester data report.
- Communicate any training and/or professional development needs to your supervisor

## Qualifications

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- A Bachelor's degree in counseling or related field is required **plus** four (4) or more years of work experience with a diverse college student population; at least two (2) years of experience working specifically with students with disabilities. Experience with higher education practice, theory, and research preferred. Also, knowledge of best practices, with an emphasis on research, assessment, and data-informed decision making.
- The ideal candidate must possess excellent interpersonal, oral, and written communication skills with attention to detail and proven leadership experience. Also, be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds.
- Proficiency with Microsoft Office Suite, managing social media, and designing promotional and informational materials is required.
- Ability to effectively work remotely as well as in-person.
- Comfort and confidence in learning rising computer software programs and systems as needed.
- Must be available to work evenings and weekends as necessary.