

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Teacher, Early Childhood Special Education		
Location:	Lansing, MI		
Salary Range/ Level:	\$41,512 - \$75,646 (commensurate with experience) IIPSA 2018-19 Salary Schedule	Terms of Employment:	185 days/year from July 1st to June 30th; 7 hours/day
Date Posted:	Friday, June 29, 2018	Application Deadline:	Friday, July 13, 2018 @ 4:00 p.m.
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at Ingham ISD under Employment.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 676-4294 • Emailed: jobline@inghamisd.org • Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854 		
Ingham Intermediate School District			
Mission		Vision	
Ingham ISD exists to serve and lead through collaboration, innovation and advocacy.		Ingham ISD, in partnership with all stakeholders, will transform our community by fostering the success of all learners in preparation for college, work and life.	
Job Description			
<p>Position Opportunity: Under the direct supervision of the Executive Director of Early Childhood Services, and in accordance with the established policies and procedures of the Ingham Intermediate School District, the Early Childhood Special Education Teacher shall provide services to children age 0-3 and their families. This position will provide child and family assessment, direct and indirect instructional services, family-centered services, and collaborative consultation with staff, parents, agency personnel, community providers and administrators.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Possess a valid Michigan Teacher's Certificate with a special education and early childhood endorsements. Has a minimum of three years teaching experience. • Full approval as a Teacher of Early Childhood Special Education. 			

- Knowledge of special education and Early On rules, laws, and regulations.
- Knowledge of typical and atypical child development to identify needs and develop interventions.
- Ability to work and communicate effectively with administrators, staff, agencies, medical providers, community providers, young children and families in the role of service coordinator.
- Knowledge of family-centered services and practices to support and address family resources, needs, concerns and priorities.
- Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks.
- Ability to make decisions and problem solve collaboratively within a team of service providers in partnerships with the family.

Performance Responsibilities:

- Follows up on Child Find referrals as assigned by the Executive Director of Early Childhood Services, and as necessary, initiates a special education referral.
- Coordinates the evaluation of children age 0-3 suspected of having a disability and serves as the coordinator and representative of the Multidisciplinary Evaluation Team.
- Coordinates educational services for all eligible children age 0-3 meeting special education and / or Part C criteria residing in assigned districts, in cooperation with the local director of special education.
- Provides direct instructional services and on-going developmental assessment in natural environments to eligible children age 0-3 according to their Individualized Family Service Plan (IFSP), as the Service Coordinator. This requires planning for individual and group services.
- Provides direct support to the multidisciplinary system of services through shared planning, decision making and collaboration with staff, families and agencies on behalf of the child.
- Assists families of children on caseload in understanding the nature and significance of the child's disability, condition or delay.
- Collaborates with appropriate community resources and medical providers to facilitate early intervention services and supports for the child and family.
- Facilitates transition planning and activities identified by the IFSP for the child and family as they exit the program by age three.
- Completes and maintains documentation of services in accordance with district policies and procedures.
- Assumes such other related responsibilities as assigned by the Executive Director of Early Childhood Services.

Working Conditions:

- The Early Childhood Special Education Teacher will be based within the Ingham Intermediate School District and be provided office space. Service is provided in natural environments i.e. the home and community and requires transport of materials and equipment to these settings. This position requires daily travel, for which the staff member must provide transportation. This position will interface with LEA and IISD staff, community child care/preschool providers, agency personnel and medical providers.
- This position works 185 days from July 1 to June 30 in accordance with the Early On Calendar.
- Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination
<p>It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.</p>