

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Technical Assistance Provider		
Location:	Ingham Intermediate School District		
Salary Range/ Level:	\$57,983 – 75,756 (commensurate with experience) 2018-19 IIPSA Salary Schedule	Terms of Employment:	42 weeks/year; 5 days/week; 8 hours/day
Date Posted:	Tuesday, June 26, 2018	Application Deadline:	Wednesday, July 11, 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><u>Position Opportunity:</u></p> <p>Under the direction of the Executive Director of Student Support Services, the Technical Assistance Provider is responsible for planning and implementing activities and requirements for special education compliance and technical assistance with the Intermediate School District and its constituent districts. The Technical Assistance Provider also supports local districts, public school academies, ISD programs and community agencies via a collaborative consultation model.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Master's degree in special education with three to five years of experience as a special education teacher or a special education service provider required. Experience with compliance activities preferred 			

- Possess current Michigan Special Education Certification or licensure.
- Knowledge of statutes, regulations, and guidelines governing special education and ability to develop appropriate policies and procedures for local constituent districts, community agencies, families, and professional staff.
- Ability to collect, analyze and use data and research to improve special education program and service compliance and quality, both in a leadership capacity and as a member of a team.
- Skills in providing written and verbal feedback, team building, and continuous improvement.
- Interpersonal skills to effectively communicate with and gain cooperation of parents, community agencies and groups, and administrators of constituent districts.
- Demonstrated ability to work effectively, make decisions and problem solve collaboratively within varied team compositions.
- Self-directedness, initiative, planning and organization when given a variety of responsibilities and assigned tasks/projects.

Performance Responsibilities:

- Provide leadership to ensure that Ingham ISD as well as the LEA's develop systems to build comprehensive assessment, planning, programs and services utilizing research-based practices
- Coordinate projects, training and resources available through the Michigan Department of Education to serve the needs of Ingham ISD and its constituent districts.
- Work cooperatively with the Michigan Department of Education Office of Special Education Services to resolve issues, complaints and ensure compliance of local school districts and public school academies, facilitate and support the implementation of mandatory monitoring procedures and continuous improvement efforts within Ingham ISD and its constituent districts with Federal and state regulations related to students with disabilities.
- Coordinate the review and submission of the Ingham ISD plan for delivery of special education programs and services; make recommendations for revisions to the plan as necessary.
- Work to implement the duties and functions detailed in the Enhancing Outcomes for Students with Disabilities (EOSD) grant.
- Develop and implement standard operational procedures on a continuous improvement basis to increase operating quality and efficiency and conduct staff training on implementation of procedures.
- Provide technical assistance and guidance to parents, local school personnel, Ingham ISD personnel, and external agencies in interpretation and implementation of special education mandates and requirements.
- Provides technical assistance and support to professional staff in areas such as personal curriculums, compliance, monitoring, problem solving, and professional relations with parents, local districts, ISD and community staff/administrators.
- Maintains current knowledge in the fields of special education and general education.
- Design and conduct professional learning and develop technical assistance tools within identified focus areas.
- Work collaboratively within assigned teams from Student Instructional and/or Support Services at the ISD to identify, design, manage, evaluate and assess products and services.

Working Conditions:

- Works in a school and/or office environment. Requires daily travel.

The preceding data is intended to convey information about the job and its responsibilities, and is not an exhaustive list of the skills, efforts, duties, responsibilities and working conditions associated with it.

Notice of Non-discrimination

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.