

**CHEBOYGAN-OTSEGO-PRESQUE ISLE
EDUCATIONAL SERVICE DISTRICT**

NOTICE OF ANTICIPATED POSITION VACANCY

POSTING DATE: November 5, 2008

POSITION TITLE: Anticipated Full Time Teacher Consultant Position

MINIMUM QUALIFICATIONS:

Required:

- 1.) Possess at least a Masters Degree
- 2) A minimum of three years satisfactory teaching experience with a preference for at least two years of experience teaching students with disabilities in a Special Education classroom.
- 3.) Full approval by the State Board of Education as a Special Education Teacher
- 4.) Ability to organize and manage the workload in the assigned schools in order to meet legal mandates and timelines.
- 5.) Ability to positively and effectively communicate with students, staff, and parents, verbally and in writing.
- 6) Ability to develop and maintain a positive working relationship with those listed above

DESIRED QUALIFICATIONS:

- Experience with problem solving through data based decision making
- Experience in developing academic and behavioral interventions
- Experience in data collection, analysis and interpretation
- Background in learning and behavior management
- Experience with training and monitoring the implementation of a variety of research-based programs
- Knowledge of Special Education Law
- Knowledge and experience in working with students with disabilities
- Understanding of the value of students maintaining placement and succeeding in the general education environment

SPECIFIC RESPONSIBILITIES:

- Gathers and uses data based decision making to cooperatively lead a problem-solving model in dealing with student academic and behavioral concerns
- Consults with principals, staff members and parents/guardians to assist students in making academic and behavioral progress
- Reviews, analyzes and revises implementation plans and interventions as part of a problem-solving team
- Monitors the integrity of strategies and plans
- Provides analysis and interpretation of information and data in oral and written reports
- Attends Individualized Education Planning (IEP) meetings and assists in ongoing review of strategies for students
- Explains due process procedures to parents and school staff
- Participates as a member of the Multi-disciplinary Evaluation Team (MET)
- Provides ISD Special Education administration with necessary information required for monitoring activities
- Attend scheduled administrative/staff meetings
- Maintains working files for T/C cases
- Maintains and submits in a timely fashion all required Medicaid billing data
- Assists in developing and implementing in-service training programs
- Keeps actively abreast of current research and innovative techniques through educational journals, workshops, conferences etc

