



**Title:** ASD Consultant  
**Reports to:** Director of Instructional Services

**FLSA:** Exempt  
**Updated:** February 2024

## Position Summary

The primary role of the ASD consultant is to collaborate with educators and multidisciplinary teams to ensure that students with ASD are adequately supported in the least restrictive environment and to support educators with the use of evidence-based practices. The ASD consultant will also be a key team member of the evaluation team to determine educational eligibility of Autism Spectrum Disorder.

## Principal Duties and Responsibilities

*(Essential functions in terms of the Americans with Disabilities Act)*

- Support school-level teams with problem-solving around individual student needs and supports, in collaboration with the current ESD ASD consultant, ESD school social worker and other multidisciplinary evaluation team (MET) members
- Provide consultation through various activities, such as providing resources (curricula, training modules, ideas), collecting data, and attending building problem-solving meetings
- Knowledge of evidence-based practices for students with ASD
- Engage in regional (NAN) and state-wide (START) networks to stay informed of best practices and related resources and to maintain a cascade of supports from the state and regional level to the school / classroom
- Engage in continuous professional development (personal/professional growth)
- Support the implementation of evidence-based practices (such as: Peer to Peer supports, FBA/BSP, Visual Supports, social narratives, etc.)
- Provide professional development to various stakeholders to support the use of evidence-based practices
- Provide ongoing support in the local school districts
- Contribute to district- and ESD-level programming conversations relating to supports for students with ASD
- Fulfill grant reporting requirements (i.e., START) and update the administrative team regarding the grant requirements
- Consult with school-level teams about students who transfer from out-of-district to help determine adequate programming/services and placement decisions (e.g., LRE), as needed
- Coordinate with community agencies to provide enhanced resources and services for educators and families
- Knowledge of the impact of Autism Spectrum Disorder (ASD) relative to engagement and learning Birth-26
- Ability to facilitate and/or provide professional development to support district needs related to supporting students with ASD
- Fluency with the measures, reports, and data systems used to support all learners

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

## Preferred Employment Qualifications

**Education:** Master's Degree in a special education related field (such as School Social Work, School Psychologist, SLP, OT, PT, ASD Consultant, Teaching Certificate with endorsement in the area of ASD)

**Experience:** A minimum of 3-5 years of experience working with students with ASD (age 0-26) and/or low incidence disabilities

**Other Knowledge, Skills, and Abilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Ability to effectively manage multiple tasks to meet deadlines.
4. Ability to work as part of a highly motivated, interdisciplinary team.
5. Ability to consistently and reliably perform all duties of the position.
6. Collaborate with Local Education Agency (LEA) and COPESD staff to support identified needs of students with characteristics associated with autism.
7. Support implementation of evidence-based practices to improve outcomes for students with characteristics generally associated with ASD.
8. Assist districts in developing and deepening understanding of MTSS/PBIS.
9. Attend Individual Education Plan (IEP) Meetings and other relevant meetings to support students on the ASD Consultant Caseload.
10. Timely, regular and consistent daily attendance is required.

## Terms of Employment

**Annual Work Days:** 183 days/1281 hours

**Salary Scale:** In accordance with the Professional Staff Contract Agreement on [COPESD website](#)

**Application Deadline:** March 31, 2024 (or until filled)

**Application Procedure:** Qualified Applicants may apply in **hard copy or email** with a Resume, Application (found on the COPESD website) and Credentials to:

*Mrs. Kristi Williams, Director of Special Education  
COPESD  
6065 Learning Lane  
Indian River, Michigan 49749  
Fax: (231) 238-8551  
Email: [williamsk@copesd.org](mailto:williamsk@copesd.org)*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in professional staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Professional Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.