

Lenawee ISD

Role Description

Position Title: Early Elementary Teacher Consultant
Area: Special Education
Reports To: Assigned Special Education Regional Supervisor
Supervises: n/a
Last Revised: May 2021

SUMMARY:

To provide professional learning, coaching and technical assistance to school districts to support the inclusion of students with disabilities into the early elementary educational environment in assigned Lenawee County Schools.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Work collaboratively with both general education and special education teachers
- Development of a strong and current knowledge base of evidence-based practices related to creating a supportive inclusive classroom environment
- Ability to lead meetings involving difficult conversations
- Ability to provide related professional learning to district staff
- Knowledge of special education eligibility requirements for various disabilities
- Strong understanding of special education procedures
- Ability to plan and model specially designed instruction for students with disabilities
- Skillfully challenge the status quo by thinking analytically and conceptually as well as problem-solving as it pertains to student with disabilities
- Participate in professional learning opportunities that expands knowledge and skills to better support students with disabilities and school staff
- Provides regular coaching and/or consulting with principals and/or local school district instructional staff
- Development of a Coaching Service Delivery Plan for each of the District's and Schools supported.
- Openness to give and receive feedback for refining coaching skills
- Supports LISD Multi-Tiered System of Supports (MTSS) initiatives throughout the county
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned by Supervisor.

- Universal Health Precautions:
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse

- Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse
- Lifting/Body Mechanics:
- Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials
- Competencies, Skills and Abilities:
- Ability to use computer for tasks such as basic word processing, daily email, electronic calendaring, excel data processing, student data systems, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
- Physical Demands:
- Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work-day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
- Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above 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.

EDUCATION and/or EXPERIENCE:

Required:

- Possess an endorsement of Elementary Special Education
- Minimum three (3) years' experience teaching Preschool and/or Elementary Special Education
- Possess a good working relationship with peers and has a credible reputation in the school system

Preferred:

- Experience in data-based decision making
- Experience with Multi-Tiered Systems of Support (MTSS)
- Experience in facilitating groups
- Experience in Systems/Instructional Coaching
- Demonstrated strong interpersonal skills with individuals, teams, and groups

REQUIRED CERTIFICATES, LICENSES, and REGISTRATIONS

- Possess valid Michigan special education certificate

TERMS OF EMPLOYMENT

Weeks, salary and fringe benefits per LIEA master contract
Salaried, Exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____