

# Lenawee ISD

## Job Description

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Position Title: Special Populations Consultant  
Area: CTE  
Reports To: LISD TECH Center Principal  
Supervises:  
Last Revised: November, 2022

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### **SUMMARY:**

Be a direct resource to instructional staff on the use of best practices in the classroom/lab for both general and special education students. In addition, ensuring members of special populations are receiving appropriate services within their career and technical education training.

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

- Assists in identifying all LISD TECH Center special populations students
- Assists instructors with recordkeeping and documentation of student support services
- Assists special populations coordinator with updating student plans and share updates with instructional staff.
- Provides one-on-one intervention to special populations students
- Provides support for MTSS (Multi-Tiered System of Support), PBIS (Positive Behavior Interventions & Supports), and SEL (Social Emotional Learning) initiatives for CTE, LISD PREP Academy, and JC/LISD Academy
- Supports and assists CTE, LISD PREP Academy, and JC/LISD Academy staff in the interpretation and implementation of student IEP goals, accommodations, and instructional strategies
- Assists Learning Assistants work including student assessments, student goals, learning strategies, academic and behavioral interventions etc.
- Drafts and attends IEPs and Section 504 plans for LISD PREP Academy and JC/LISD Academy students
- Attends local district IEPs and Section 504 plans for high need students, at supervisor's discretion
- Gives service to students with disabilities in accordance with the IEP; these services may be instructional, supportive or consultative
- Consults with local and intermediate district staff members; serves as a resource person and conducts in-service programs as needed
- Receives referrals for services, obtains necessary medical clearances
- Supports planning for special population sophomore program
- Communicates with local district school counselor or special education staff, as needed, regarding students with special needs
- Provides information to parents
- Makes appropriate referrals to other disciplines and to other agencies

- Shares pertinent information concerning services and opportunities available to all special populations students; with parents, teachers, other professionals, and students when appropriate
- Supports and works in collaboration with LISD TECH Center instructional consultants
- Maintains professional competence in the field by attending and participating in professional organizations, compliance trainings, workshops, conferences and staff meetings
- Follows the laws, rules and guidelines of federal, state and local education code requirements
- Assumes other responsibilities and performs other duties as assigned by LISD Administration
- Assists in developing all necessary procedural guidelines used in the department
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Makes provisions for being available to students, their parent/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms
- Supports Strategic Plan and School Improvement process
- Focuses on student achievement and growth
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
  
- 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 for 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:**

- Bachelor's Degree in Special Education
- Knowledge of Career and Technical Education
- Three years educational experience in a variety of settings working with students and staff
- Successful experience in classroom instructional development, curriculum design, learning accommodations, brain research and assessment

**Preferred:**

- Master's Degree
- TC Endorsement
- Counseling Experience

**CERTIFICATES, LICENSES, and REGISTRATIONS**

- Valid Michigan Secondary Teacher Certificate with full approval in Special Education

**TERMS OF EMPLOYMENT**

188 Work days, salary and fringe benefits per LIEA Master Agreement  
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: \_\_\_\_\_