
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Request for Personal Teacher Consultant KCTC

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 15, 2023

RECOMMENDATION:

KCTC is recommending hiring one (1 FTE) Teacher Consultant.

BACKGROUND:

Under the direction of the KCTC /KTC Administrator, the Special Education Teacher Consultant serves as an instructional leader in the planning, coordinating, delivering, and evaluating of special education services at the student, enrollment, program, and systems levels. This position will serve to support students participating in our prevocational and CTE programing. This position will be funded out of the special education budget.



KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

Job Description

Job Title: Special Education Teacher Consultant (1.0 FTE)
Kent Career Tech Center

Reports To: Principal - KCTC/KTC or Designee (Immediate Supervisor)

Classification: Union - KIEA

Terms of Employment: Governed by KIEA Master Agreement

Summary: Under the direction of the KCTC Administrator, the Special Education Teacher Consultant serves as an instructional leader in the planning, coordinating, delivering, and evaluating of special education services at the student, enrollment, program, and systems levels.

Job Qualifications:

1. The candidate must meet all of the requirements of R. 340.1782 of the Michigan Administrative Rules for Special Education (MARSE) - Full Approval for Teacher Consultant.
2. Must possess a valid Michigan teaching certificate with an endorsement in special education.
3. Must possess a master's degree in education or a field of study related to special education.
4. Minimum of 3 years' teaching experience and no less than 2 years' experience with secondary special education or transition programming.
5. Experience developing and delivering professional learning for staff.
6. Knowledge of special education laws, rules, regulations, and compliance responsibilities.
7. Knowledge of effective project management and possessing strong organizational skills.
8. Ability to work constructively with parents, students, staff, and community agencies.
9. Ability to implement complex systems of support.
10. Ability to handle conflict productively.
11. Ability to drive between buildings, local school districts, and community sites.
12. Demonstrates a strong commitment to equity and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

Specific Duties and Responsibilities:

1. Assists in the development of system guidelines, programs, and procedures related to Special Education.

2. Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students.
3. Supports local school districts in providing information to help them develop IEPs and provide them with data as needed.
4. Assists with the development, implementation, and training KCTC program staff regarding accommodations, student interventions, and MTSS.
5. Works with staff to implement programming to support increased student growth and achievement for students with disabilities.
6. Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
7. Provide coaching/consultation to classroom staff in areas of instructional methods, intervention plans, evaluations, effective time management, and student supports.
8. Navigates and supports effective use of the Student Data Management System.
9. Forms relationships with staff, students, families, LEAs, and the broader school community and seeks out resources and support while advocating for the school/program.
10. Establishes regular systems of two-way communication with parents, LEAs, while involving parents in their child's education.
11. Works collaboratively with staff, young adults, parents, administrators, employers, and agency representatives.
12. Through consultation, supports KCTC teams, LEA teams, and families navigate KCTC's student visit, program exploration, and enrollment processes.
13. Through consultation, supports KCTC teams, LEA teams, and families navigate recommendations for student placements across the continuum of KCTC programming.
14. Supports local school districts in providing information to help them develop IEPs and provide them with data as needed.
15. Provides staff training and support to use the school's data system for collecting, analyzing, and interpreting multiple forms of data for progress and performance monitoring.
16. Monitors programs, services, and supports for students in KCTC programs.
17. Assists with the development, implementation, and training KCTC program staff regarding accommodations, student interventions, and MTSS.
18. Trains staff to support transition activities based on student level of need.
19. Serves as a liaison between vocational and community contacts and transition programs.
20. Analyzes, interprets, and communicates information concerning special education laws, rules, regulations, procedures, policies, and practices.
21. Performs other duties as directed by Administrator.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.