

---

---

## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action \_\_\_\_\_

Item: Request for Additional Staff for 2024-25

Submitted by: Kirsten Myers

Date: 3/7/2024

Recommended by: Dave Rodgers

Board Meeting Date: 3/18/2024

---

---

### **RECOMMENDATION:**

We would like to recommend the addition of the following positions for the 2024/2025 school year.

- Director of Student Services
- Wellbeing and Belonging Consultant

### **RATIONALE:**

The Student Services department is comprised of supporting internal and external support for Early On, special education internally and externally (inclusive of 9 center programs), Section 504, special populations, diversity equity and belonging, mental wellness and nursing. In addition, the department is obligated to state and federal rules and regulations through the Michigan Department of Education and is charged with ensuring and verifying IDEA through General Supervision Monitoring of all LEAs and PSAs annually. We also provide guidance, resources, professional development, host and lead IEP software (MiPSE) for Kent and 9 other counties across the state, bill Medicaid for countywide reimbursement, and provide coaching and consultation in support of subgroups and students with disabilities birth to 26.

We are requesting additional positions as noted based on the large staff (over 600) and scope and complexity of the department and based on the need to further support our student services department at a higher level.

**Director of Student Services** - Would work closely with Kent ISD secondary programs in programming for students with disabilities on campus (which has been a void in the past), supports guidance, resource development, navigates state complaints and due process hearings for special education birth to 26 alongside General Supervision Team, provide Section 504 training and consultation with locals, and provide leadership of the Student Services team (Mental Wellness, Diversity, Equity and Belonging, Special Populations and Nursing) in the provision of supports and services internally and externally.

**Wellbeing and Belonging Consultant** – This position would support both our current Mental Wellness and Diversity, Equity and Belonging Consultants and assist with 31n legislation and related requirements for fund distribution, ongoing guidance needed for

Social Emotional Learning and target intensive intervention needed for school based mental health, requests for professional development, and time spent in threat assessments and ongoing development. This position would also support the Student Voice and Perception Survey and overall mental health and belonging for both Kent ISD programming and our local districts.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Wellbeing and Belonging Consultant</b>
<b>Reports to:</b>	Assistant Superintendent of Student Services
<b>Terms of Employment:</b>	200 Day Contract
<b>Salary:</b>	Commensurate with education and experience
<b>Benefits:</b>	Excellent benefit package includes medical, dental, vision insurance; sick and personal days; Michigan School Employment retirement program

### **BROAD STATEMENT OF RESPONSIBILITIES:**

This position is responsible for providing educational leadership and expertise regarding social emotional learning; cultural competence; equitable policies, practices and procedures; trauma-informed practices; and restorative practices by providing guidance, technical assistance, professional development and coaching for Kent ISD and our Member Districts.

### **DUTIES AND RESPONSIBILITIES:**

1. Works with staff, students, parents & guardians, local educational agencies, public school academies, and community agencies to build a shared vision of equity and student wellbeing.
2. Works with staff, families, community representatives and community agencies to promote and support equitable systems, policies, and practices focused on each community's needs.
3. Uses the working knowledge of effective instruction in establishing learning opportunities, school processes, skills and routines for teachers/staff related to student engagement, wellbeing, and belonging.
4. Work within the ISD and multiple departments to navigate the intersection of school safety, diversity, equity, inclusion, belonging, accessibility, priority populations and student wellbeing.
5. Consult with Kent ISD team and local districts as needed regarding the Interconnected Systems Framework model implementation with an emphasis on prevention, early identification, and intervention of the social, emotional, cultural, linguistic and behavioral needs of students.
6. Provides and/or creates high quality county, district, and building professional development.
7. Learns and uses emerging technologies in supporting professional learning.
8. Utilizes and creates tools and resources to support collaboration, professional learning and implementation.
9. Coordinate with staff pursuant to referrals, requests for service, and other identified needs.
10. Attend Kent ISD and Community Agency meetings and/or other county-wide meetings as assigned.
11. Performs other duties as directed by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's and/or master's degree in education and/or master's degree in social work, public health, counseling, or related field.
2. Three years' successful experience in education or experience in the integration of equity & student wellbeing in a school-based setting.
3. Experience developing training and support programs related to equity, student wellbeing.
4. Must possess exceptional organizational, verbal, and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education reps, and regulatory/funding agencies, constituent districts, and the public-at large.
5. Knowledge of systems, policies, practices and procedures that support equity and student wellbeing.
6. Ability to form partnerships and collaborative relationships with community agencies.
7. Knowledge of social emotional learning, cultural competence, equitable policies, practices, procedures, trauma-informed practices, and restorative practices; and knowledge of community resources related to these domains.
8. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

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.

**To Apply:** Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

Applications must be completed online at <https://kentclassroomcareers.schoolspring.com/>

- Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.
- All candidates will be timely notified regarding their application status.

**The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.**



**Mission:** Kent ISD partners with our schools and communities providing enhanced and equitable opportunities to enrich the experiences and achievements of our learners.

**Vision:** Building thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

**Values:** Relationships, Learning, Equity, Opportunities, Innovation, Service, Excellence

### POSITION DESCRIPTION

<b>Title:</b>	Director of Student Services
<b>Reports to:</b>	Assistant Superintendent of Student Services
<b>Terms of Employment:</b>	260 Days / Full Year Grade 10– salary commensurate with experience

### BROAD STATEMENT OF RESPONSIBILITIES:

The Director of Student Services would lead efforts for Student Service including Section 504 training and countywide implementation, support for Kent ISD secondary programming and itinerant supports (Physical Therapy), general education inclusion with the implementation of Universal Design for Learning for general education teachers, and provide leadership for the Student Services team (Mental Wellness, Nurse, Diversity, Equity & Belonging and Special Populations)

### MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college/university with particular emphasis on administration, management, curriculum, and special education with preference given to individuals with previous administrative experience.
- Valid Michigan teacher's or professional certification or special education approval, Michigan Administrator's endorsement and approval or eligibility for approval as Supervisor/Director – Special Education by the Michigan Department of Education.

### DUTIES AND RESPONSIBILITIES:

Provide consulting, training, and technical assistance for LEAs/PSAs as well as coordination with the Office of Civil Rights for complaints.

- Support for Kent ISD Secondary Programming in ensuring compliance, training and efforts against discrimination.
- Inclusion specialist in supporting the implementation of Universal Design for Learning and LRE in general education classrooms.

- Leadership for Student Services in ensuring coaching and consultation at the ISD and local level and development of resources for Mental Wellness Consultant(s), Diversity, Equity and Belonging Consultant and Special Populations Supervisor and coaches.
- Support for General Supervision Monitoring Special education compliance and monitoring at the local level.
- 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.
- Provide coaching and support to administrators and district leaders.
- Facilitate Kent ISD's Interagency Collaborative, District Transition Leadership Network, Kent Transition Agency Network, and Seamless Transition Council.
- Works with staff to develop meaningful IEP's and programming to support increased student growth and achievement for students with disabilities.
- Trains staff to lead collaborative inquiry, assists colleagues in developing evidence-based goals and strategies, and disseminates successful improvement work.
- Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
- 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.
- Attends IEP's as determined for the purpose of facilitating process.
- Serves as a liaison between vocational and community contacts and transition programs.
- Works collaboratively with staff, young adults, parents, administrators, employers, and agency representatives.
- Develops and provides parent training in the transition planning process.
- Assists administrators in the coordination of community and work-based learning opportunities.
- Assists in the development of system guidelines, programs, and procedures.
- Analyzes, interprets and communicates information concerning special education laws, rules, regulations, procedures, policies and practices.
- Performs other duties as directed by Administrator

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledgeable of Michigan and Federal statutes applicable to Special Education in order to effectively interpret such rules and regulations promulgated by the Michigan Department of Education and the U.S. Department of Education.
- Understanding of how federal, state, ISD and LEA levels of regulatory authority interact.
- Must possess exceptional organizational and supervisory skills, and excellent verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at-large.
- Knowledge and demonstrated leadership on data management systems.
- Knowledge of effective project management and possess strong organizational skills.
- Experience with aligning Michigan standards to the instructional needs of students with disabilities.
- Knowledge and understanding of systems that support effective instruction and the ability to customize those systems within each center program.
- Strong problem-solving and dispute resolution skills.
- Ability to drive between buildings, local school districts and community sites.

- Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.
- Must pass criminal background check as required by School Safety Legislation.

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.

**To Apply:** Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at <https://kentclassroomcareers.schoolspring.com/>
- Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.
- All candidates will be timely notified regarding their application status.

**The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.**