
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action

Item: Request for additional positions – Empower U

Paul Dymowski

Kirsten Myers

Submitted by: *Paul Dymowski, Kirsten Myers* E50D6C93035CE3A1FDEFDAA335B1A115 Date: *March 28, 2023*

Recommended by: *Dave Rodgers* RD0FC31232D9FC2FF8A54F16ACF637E *rodysira* Board Meeting Date: *April 17, 2023*

RECOMMENDATION:

Additional positions:

- 1 Teacher Consultant – Empower U North
 - Position replaces Kim Norman from the Region 1 Transition Services who is retiring next school year
- 0.5 FTE Social Worker – Empower U North
- 1 Administrative Assistant – Empower U North
- 1 Instructional Support Specialist – Empower U South

BACKGROUND:

Empower U is moving multiple locations in the 2023-2024 school year. Staff will be moving from Straight School to Empower U South in the Wyoming building and staff in the north region of Kent County will be moving from locations in Rockford and Cedar Springs to Empower U North in the Sparta building.

Previously all of Empower U’s locations were in Grand Rapids. Our member districts have asked for Young Adult programming closer to the students’ resident districts. These building changes are fulfilling that vision of a continuum across Kent County. Based on our referrals next year we will see an increase in the number of students attending. After an analysis of the building level changes and mergers, the above positions are needed.

POSITION DESCRIPTION

Title:	Instructional Support Specialist – Empower U
Classification:	KISSA, Wage Schedule
Reports to and Evaluated By:	Principal/Administrator of Empower U
Terms of Employment:	182 day position subject to all rules and regulations covering classified personnel. (7.25 hours per day)
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

Instructional Support Specialists work under the overall supervisor of the Principal/Administrator of the buildings with direct supervision provided by the special education teacher. Instructional Support Specialists provide direct instructional support alongside the classroom teacher in the areas determined by students' Individualized Education Programs (IEP). Duties will vary depending upon the age of students served as well as the nature and severity of the students' disabilities.

DUTIES AND RESPONSIBILITIES:

1. Assist in the educational and social development of students under the direction and guidance of the classroom teachers.
2. Assist in the implementation of Individualized Education Programs for the students and monitor their progress.
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with related services staff, such as speech language pathologists, school social workers, occupational therapists, physical therapists, etc.
5. Assist classroom teachers with maintaining student records.
6. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
7. Support the management of challenging behaviors.
8. Provide assistance with feeding and toileting.
9. Assist students with medical needs including, but not limited to, Diastat and CPR.
10. Supervise students in both a classroom and community setting.
11. Collect and report data through special education student management system (PowerSchool Special Education).
12. Assist in the making of instructional materials for the students.
13. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must meet one of the following:
 - a. Completed at least 2 years of study at an institution of higher education OR
 - b. Obtained an associate's or higher degree OR
 - c. High school graduate
2. BA degree preferred.
3. Current CPR certification or willingness to obtain CPR certificates and CPI training.
4. Demonstrated dependability and promptness.
5. Evidence of skills with behavior management.
6. Understanding, patient, warm, and receptive attitude toward students.
7. Ability to assume responsibility for supervising students on an independent basis.
8. Ability to maintain cooperative working relationship with students, staff, parents, and the general public while maintaining student confidentiality.
9. Must be able to lift 40-60 lbs.
10. Chauffeur license required (or willingness to obtain) with clean driving record.
11. Willingness to work as part of a team of professionals.
12. Demonstrates a strong commitment to equity, social justice, 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.

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.

POSITION DESCRIPTION

Title:	Administrative Assistant – Empower U
Classification:	Classified, Wage Grade IV
Reports to and Evaluated By:	Administrator – Empower U
Terms of Employment:	215 day position subject to all rules and regulations covering classified personnel.
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

Performs routine and advanced secretarial, clerical, and administrative duties to assure efficient and effective operation of the front office and provide a positive impact on the provision of educational services.

DUTIES AND RESPONSIBILITIES:

1. Performs standard and advanced secretarial and clerical duties for supervisor(s) including word processing and other computer operations; originating, editing, and proofing correspondence, reports, notices, recommendations, and other materials; administers matters generally routine in nature to conserve Principal/Administrator's time.
2. Initiates, responds to and routes telephone calls; screens and routes incoming mail, publications and other materials; initiates and responds to routine and non-routine inquiries; resolves problems and refers questions with policy and procedure implications to Principal/Administrator.
3. Provides positive public relations to callers/visitors; makes arrangements for visitors' comfort.
4. Performs varied secretarial/clerical duties requiring knowledge of departmental and organizational policies and procedures dealing with area of responsibility.
5. Establishes and maintains confidential files in manual and computerized modes.
6. Purchases and maintains departmental supplies.
7. Strong technology and software application skills to include use of Student Information Systems, i.e. PowerSchool and PowerSchool Special Education.
8. Verifies program data for student count reports in the fall, spring and year end.
9. Maintain awareness of and compliance with federal and state regulations regarding Special Education for state reporting.
10. Ability to enter and maintain student data electronically. Experience with grade book, supply order, budgets, purchase orders, report cards, and attendance preferred.
11. Assists Principal/Administrator during all phases of compliance reviews.
12. Maintains all special education program records in compliance with state and federal guidelines and district policies.
13. Maintain and prepare various forms, reports, files and records as requested
14. Monitors Medicaid billing each month for compliance and prepares activity reports for Principal/Administrator.
15. Performs other secretarial and clerical tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school graduate, plus minimum two (2) years experience in secretarial or related field, preferably in a Special Education environment; requires proven expertise in secretarial and administrative functions, including computer and online skills.
2. High level of communication and interpersonal skills such as discretion, integrity and flexibility to interact effectively with administrators, peers, constituent districts, parents, students and the general public.
3. Ability to read, comprehend, and transmit complicated and detailed instructions in order to plan and perform job duties.
4. Ability to pay close attention to details; to organize, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner.
5. Proficiency with a personal computer in a variety of software programs including Microsoft Office (Outlook, Word, Excel) with the ability to learn new technology, applications, and tools.
6. Knowledge and experience in Special Education, preferred.
7. Demonstrates a strong commitment to equity, social justice, 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.

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POSITION DESCRIPTION

Title:	Teacher Consultant
Location:	Empower U - North
Classification:	KIEA
Reports to and Evaluated By:	Administrator of Empower U
Terms of Employment:	182 day position subject to all rules and regulations covering KIEA teachers
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Empower U Administrator, the Teacher Consultant serves as an instructional leader in the planning, coordinating, delivering and evaluating transition services at the student, program and systems level.

DUTIES AND RESPONSIBILITIES:

1. 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.
2. Works with staff to develop meaningful IEP's and programming to support increased student growth and achievement for students with disabilities.
3. Forms relationships with staff, students, families, LEAs, and the broader school community and seeks out resources and support while advocating for the school/program.
4. Establishes regular systems of two-way communication with parents and community, while involving parents in their child's education.
5. Trains teachers/staff to lead collaborative inquiry, assists colleagues in developing evidence based goals and strategies, and disseminates successful improvement work.
6. Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
7. 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.
8. Attends IEP's as determined for the purpose of facilitating process.
9. Monitors programs, services and supports for students.
10. Monitors, supports and ensures compliance of IEP and REED process
11. Navigates and supports effective use of Student Data Management System.
12. Trains staff on transition activities based on student level of need.

13. Coordinates with local educational academies and public school academies on students referrals to Empower U.
14. Serves as a liaison between vocational and community contacts and transition programs.
15. Works collaboratively with staff, young adults, parents, administrators, employers and agency representatives.
16. Coordinates transition fairs
17. Assists in the further development of the Empowerment Model and the process and procedures associated with daily best practices of the model.
18. Develops and provides parent training in the Empowerment Model and Post-Secondary options.
19. Assists administrators in the coordination of community and work-based learning opportunities
20. Assists in the development of system guidelines, programs and procedures.
21. Analyzes, interprets and communicates information concerning special education laws, rules, regulations, procedures, policies and practices.
22. Performs other duties as directed by Administrator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must possess a valid Michigan teaching certificate with an endorsement in special education.
2. Must possess a master's degree in education or a field of study related to special education.
3. Minimum of 3 years teaching experience and no less than 2 years of experience with special education transition.
4. Experience developing and delivering professional learning for staff.
5. Knowledge of special education laws, rules, regulations and compliance responsibilities.
6. Knowledge of effective project management and possess strong organizational skills.
7. Ability to work constructively with parents, students, staff and community agencies.
8. Ability to implement complex systems of support.
9. Ability to handle conflict productively.
10. Ability to drive between buildings, local school districts and community sites.
11. Must pass criminal background check as required by School Safety Legislation.
12. Demonstrates a strong commitment to equity, social justice 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.

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