



Position: Technical Assistant

Reports to: Executive Director

Minimum Qualifications: Supervisory Type 75

Illinois Certification – LBS1, Special Education Endorsement, or Type 73

Experience working with teams to change behavior, assess performance, plan for student instructional and behavioral intervention.

Other qualification as determined by the Executive Director

**Job Summary:** The technical assistant conducts and plans a variety of professional development opportunities for MVSEC and member districts based on assessed needs. Provide on-site team support, consultation, observation, coaching, and professional development for district schools and teams. Assists teams with behavioral planning for students. Assists with development, implementation, and evaluation of co-operative initiatives.

**Essential Functions:** Duties include but are not limited to the following:

**Vision of Learning:** Promotes appropriate educational standards; excellence for students and staff by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and support by the cooperative member districts.

1. In collaboration with the leadership team, helps to develop and implement the vision and mission of the cooperative.
2. Provide effective, comprehensive and broad based leadership and support to MV programs and member districts.
3. Provide leadership, professional development and on-going support and training for staff on research based practices.
4. Follows policies and procedures and relevant state and federal rules and regulations and MVSEC Board.
5. Assists the Executive Director in program evaluation, improvement, planning and development.
6. Assists the Executive Director with promoting excellence and high educational standards for all programs and services.
7. Demonstrates knowledge, understanding and ability to apply theories and methodologies of teaching, learning, and behavior change and translate that knowledge to others.
8. Demonstrates knowledge of assessment, data sources, data collection and data analysis and the ability to translate that knowledge to others.
9. Demonstrates the ability to build consensus.



10. Demonstrates initiative and innovation regarding the cooperative's mission, best practices for the cooperative and assigned programs and services.
11. Provide leadership to build capacity for professional growth and development of staff
12. Facilitates and engages in activities that promote the success of all students.
13. Facilitates and engages in activities that collaboratively develop vision and goals amongst mid-valley administration, district administration, and staff.
14. Demonstrates knowledge of laws related to restraint and seclusion and supports procedures and policies in alignment with such laws.
15. Participates in professional development activities in order to maintain and improve professional competence.

**Learning Environment and Instructional Program:** Promotes the success of all students by advocating and nurturing a constantly improving learning environment and instructional program based on educationally sound principles of curriculum development and modification, learning and teaching theory, and professional development.

1. Trains or identifies appropriate resources for staff within MV programs and member districts.
2. Engage in activities, create plans and opportunities for staff development in alignment with cooperative mission, vision, and long range plans.
3. Provide technical assistance, training and support for personnel in areas of behavioral management, instructional strategies, curriculum and best practices for instruction and management.
4. Knows and understands professional development models and adult learning theory.
5. Knows and understands applications of technology for administrators, staff and students to enhance the learning and instructional program or management of such program.
6. Assists staff in establishing a positive and varied instructional/learning environment for students that reinforces appropriate pupil behavior, according to student interests and abilities and is conducive to learning
7. Assists staff in the implementation of academic, functional and social instruction necessary to students' individual goals/objectives and/or program goals.
8. Assists staff with data management, behavioral programming, and classroom management in alignment with program expectations.
9. Supports staff with the implementation of appropriate instructional and assistive technology.

**Management:** Promotes the success of all students and staff by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

1. Coordinate the annual MVSEC needs assessment
2. Management and provision of Nonviolent Crisis Intervention Training® for MV staff and member districts.
3. Works collaboratively with the Executive Director to recruit, hire, train, supervise and evaluate personnel.



4. Assists staff in developing crisis intervention and prevention plans that demonstrate regard for the care, welfare, safety, and security of staff and students.
5. Oversees and approves expenditures for assigned programs, and assists in development of yearly budget.
6. Develops, implements, communicates appropriate special education and administrative procedures.
7. Prepares and submit reports in a timely manner.
8. Demonstrates knowledge of personal technology use (Word, Outlook, PowerPoint, Excel).
9. Demonstrates the ability to manage time, work independently, and be self-motivated.
10. Performs related duties, as assigned.

**Collaboration:** Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

1. Work collaboratively with District Liaisons, department supervisors, building level administrators and coordinators to provide consultation and support in difficult or complicated cases.
2. Collaborate with teachers, related service providers, administrators, and District Liaisons to ensure appropriate, safe and accessible educational environment for students with emotional/behavioral needs.
3. Demonstrates the ability to function as a member of an educational team and a leadership team.
4. Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and other community service agencies.
5. Engage in and model positive interactions with all staff members.
6. Maintains cooperative, positive working relationships with School District personnel, parents, students, and Mid-Valley staff and other community service agencies.
7. Establishes and facilitates job alike networks.
8. Participates in networks and professional development opportunities designed to increase communication and interactions between Mid-Valley and other professional organizations, school districts, cooperatives.

**Professional Ethics:** Promotes success of all students by acting with integrity, fairness, and in an ethical manner.

1. Demonstrates knowledge of Special Education Law, Illinois School Code, and Section 504 provisions.
2. Demonstrates initiative, problem-solving skills, flexibility, organizational skills, patience, creativity, and the ability to facilitate change.
3. Maintains a high level of integrity, fairness, ethical behavior and confidentiality of information regarding students, personnel and all job related matters.
4. Demonstrates ethnic and cultural sensitivity and competence.
5. Promotes high expectations for self, students, and staff.



6. Serves as a positive role model.
7. Maintains a high level of ethical behavior, confidentiality and student-focus.
8. Demonstrates a genuine interest in the student population and vision of the cooperative.

**Understanding of Contexts:** Promotes the success of all students by understanding, responding to and influencing the larger political, social, economic, legal, and cultural context.

1. Demonstrates ability to maintain favorable public relations.
2. Maintains a positive working relationship with other administrators and communicates essential information in a timely manner.
3. Understanding and knowledge of broad educational initiatives and the ability to communicate those to others.
4. Considers the needs of other agencies such as host schools, member districts or community agencies.

#### Physical Work Requirements

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, and student technology.
3. See and hear a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Physically manage students, if necessary. Participate in Nonviolent Crisis Intervention methods, if appropriate.
8. Work in both indoor and outdoor environments, some of which may have air-conditioning.
9. Work in environments where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.