
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Hire an additional MiPSE Support Specialist

Submitted by: Kirsten Myers

Date: 12/6/23

Recommended by: Dave Rodgers

Board Meeting Date: 12/18/23

RECOMMENDATION: In the upcoming months we will be adding more counties to our MiPSE platform. Due to the additional workflow in help desk tickets, training, development etc., we are requesting to add another MiPSE Support Specialist to better serve Kent and our partners in the product. The majority of the cost for this position will be absorbed through the fees we collect from the counties that we service.

BACKGROUND: We currently have 2.5 MiPSE staff to support Kent and 9 other ISDS and Charters (NHA/Choice) throughout the state and have requests from Eastern Upper Peninsula, Berrien, and Heritage Southwest to join our product which houses all IEP related paperwork and Personnel Curriculums, Threat Assessments, Section 504, Seclusion and Restraint, and Individual Reading Plans on the general education side. Our little team no longer has the capacity to support Kent and others to the degree needed for development, data collection, and day to day operations. Glen, Kevin and I met to adjust our funding structure to ensure that the position would be paid through our partners.

POSITION DESCRIPTION

Title:	MiPSE Support Specialist
Reports to:	Supervisor of SE Accountability & Integrated Supports
Terms of Employment:	Twelve-month position subject to all rules and regulations covering professional personnel.
Salary:	Commensurate with education and experience
Benefits:	Excellent benefit package includes medical, dental, vision insurance; sick and vacation days; Michigan School Employment retirement program

BROAD STATEMENT OF RESPONSIBILITIES:

This position is responsible for support, training and development of the Kent ISD web based special education student management system (MiPSE/PowerSchool Special Programs). It provides guidance, technical assistance, professional development and consultation for Kent ISD, our Member Districts and a consortium of counties in West Michigan.

DUTIES AND RESPONSIBILITIES:

1. Provides support to MiPSE users and partners by troubleshooting issues and support emails, writing reports and managing scripts, managing security for users, and updating calendar tracks and annual rollover of data.
2. Develops and presents training to MiPSE users, partners, and administrative assistants.
3. Facilitates MiPSE User Group and New User trainings. Co-presents training for many special education processes as needed
4. Develops and presents solutions to MiPSE development for compliance and better functionality. Assists in the development of new documents.
5. Participates in outside organizations to stay informed of changes and updates.
6. Manages count reports within MiPSE and any development for changes. Prepares count and student record maintenance for Early On. Monitors local district data within MSDS during collection and provides technical assistance to LEAs and partners during the count collection.
7. Provides technical assistance to LEAs for transportation by writing reports, managing integration file and communicating with Dean Transportation.
8. Supports Early On staff with training and co-presenting data dives.
9. Meetings with the Medicaid team to process issues and new development for Medicaid processes. Assists in training for Medicaid and report writing to manage Service Capture. Manages SPL data.
10. Implements new partners to MiPSE and provides support with reports for billing, change requests, partner concerns and technical assistance.

11. Collaborates with the MiPSE team by facilitating check-in and development meetings. Assists in balancing workload among the team. Communicates with PowerSchool on product participation.
12. Other responsibilities as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's degree in education, business, IT or related field preferred.
2. Three years' successful experience in a special education setting preferred.
3. A strong knowledge of PowerSchool Special Education (MiPSE) preferred. Utilizes and performs advanced computer operations including the Microsoft Office Suite, various state and local databases and web-based functions.
4. Must have the ability to meet deadlines, to concentrate and pay close attention to details and to organize, prioritize and work independently as well as schedule and produce work in a timely manner.
5. Experience developing training and support programs.
6. 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.
7. Knowledge of systems that support special education in the school setting.
8. Ability and experience in reviewing and analyzing data
9. 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 www.applitrack.com/kent/onlineapp
- 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.