

CONSULTANT - full-time

Reports to: Director

Employment Status: As assigned on board-approved contract

FLSA Status: Exempt

QUALIFICATIONS:

1. Master's Degree in education with special knowledge of Special Education, PBIS, and School Improvement
2. Valid Ohio License/credentials
3. At least five years teaching experience in public schools
4. Possession of a valid Ohio driver's license
5. Successful completion of BCI/FBI background checks
6. Evidence of training in administration, supervision and professional development

POSITION DESCRIPTION: Serve as consultant regarding the compliance of special education policies and procedures in school districts for the State Support Team, provide coaching and technical assistance to school districts and buildings in the areas of school improvement and PBIS, and adhere to the requirements and activities set forth by the Ohio Department of Education and Workforce's Grant Agreement.

ESSENTIAL FUNCTIONS: (The below list is not ranked in order of importance.)

1. Knowledge of IDEA and Every Student Succeeds Act (ESSA).
2. Facilitate the Ohio Improvement Process (OIP) and PBIS using the identified protocols and tools
3. Provide information and referrals on the implementation of state and federal special education requirements including responses to the State Performance Plan (SPP), the Annual Performance Report (APR), preschool special education, and changes in operating standards
4. Provide training and technical assistance to districts in order to increase understanding around effective utilization of special education testing accommodations and the alternate assessment process
5. Support effective postsecondary transition services for students with disabilities including collaborating with ODE efforts in secondary transition statewide implementation
6. Provide support for the effective utilization of assistive technology through referral to OCALI and other organizations
7. Provide technical assistance and/or facilitate training to district personnel regarding the Itinerant Consultative Model and Least Restrictive Environments as service delivery options
7. Shall perform other professional duties assigned by the SST Director
8. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Center.

Special Education Consultant 1

ADDITIONAL WORKING CONDITIONS:

Typical office setting; on occasion will be required to transport and load and unload supplies, materials and equipment for off-site projects. Frequent travel through the Region to attend district meetings and occasional travel to state-level meetings.

KNOWLEDGE OF:

Thorough knowledge in current curriculum theory and practice; advanced knowledge of adult development and adult learning, organization development, effective group process, effective schools and teaching practices, effective training models, needs assessments, evaluation procedures, staff development resources and public relations

SKILLS IN:

Organization, planning, leadership, oral and written communication, problem solving, training, consensus management and group processes

ABILITY TO:

Anticipate future trends and issues in leadership development; organize, plan and manage time; set priorities and negotiate agreement when issues differ or conflict; develop group unity and reach consensus; speak publicly; and develop collegial rapport and team effectively

EQUIPMENT OPERATED:

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

TERMS OF EMPLOYMENT:

Dates of the work period will be stated in the employment contract

PERFORMANCE EVALUATION:

The Director-in accordance with the procedures identified by law and including the standards established by the organization, will evaluate the Special Education Consultant. The employee will be given a copy of the evaluation instrument and standards in advance and he/she will be expected to conduct a self evaluation and establish annual goals to advance knowledge, skills and/or ability in a job related area.

The Muskingum Valley ESC Governing Board is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the Service Center. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

Please contact Susan Siemer, Director if interested: susan.siemer@sstregion12.org