



Allegan Area Educational Service Agency

310 Thomas St. • Allegan, MI 49010

Telephone: 269-512-7700 • Fax: 269-512-7701

JOB DESCRIPTION

TITLE: EARLY CHILDHOOD MTSS SPECIALIST

CONTRACT: 200 DAY CALENDAR

REPORTS TO: DIRECTOR OF EARLY CHILDHOOD SERVICES

LOCATION: EDUCATION SERVICE CENTER (AGILE WORKER)

POSITION SUMMARY

This position will work with early childhood programs (Great Start Readiness Program (preschool) and Early On (0-3 years) to support staff, children and families in creating home and school environments that support students social/emotional well-being. This position will help develop and implement a 0-5 early childhood multi-tiered system of support (MTSS) to ensure staff and students are supported and on track for the transition into the local school system.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: Master's Degree in school social work preferred, or bachelor's degree in a similar field and completion of Master's Degree within two (2) years of hire required. As a grant requirement, background checks and TB test required.

EXPERIENCE: General and broad understanding of MTSS framework and its relationship to whole child education required. 3-5 years of experience working with young children and families preferred. Experience implementing a whole child/integrated family-school support system preferred.

CERTIFICATES, LICENSES OR REGISTRATIONS: Licensed Social Worker (LMSW or LLMSW) and Michigan Department of Education full approval as a School Social Worker (SSW). Candidates seeking temporary approval as a SSW must receive a recommendation for temporary approval from a Michigan school of social work training program by obtaining a SSW-310 form (if not already licensed, would need to obtain certification within two (2) years of hire.

PRINCIPLE DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)

- ▶ Serve as a leader in formulation of 0-5 Early Childhood MTSS and positive behavior support systems at the building and district level.
- ▶ Provide consultation to teachers, administrators, and other professionals, in implementing procedures related to the educational, social, and emotional needs of students.
- ▶ Participate in child study, eligibility, and special education-related meetings.
- ▶ Facilitate professional development around Early Childhood MTSS, behavior supports, early childhood systems, etc.
- ▶ Solicit, write, and support implementation of grants to support program implementation.
- ▶ Assist Early Childhood staff with decision making related to preschool inclusion and Least Restrictive Environment.
- ▶ Serve as liaison with outside agencies such as Community Mental Health, MDHHS, FIA, Child Protective Services, and the Juvenile Court.
- ▶ Provide crisis intervention services/training as appropriate and as requested by administration.

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- ▶ Attend AAESA Board meetings, Parent Advisory Committee meetings, GSRP meetings, Early On meetings, and/or other county wide meetings as assigned.
- ▶ Adhere to established regulations, policies, rules, and laws.
- ▶ Work in collaboration with the Whole Child team, Continuous Improvement team, Instructional Services or Specialized Instruction teams, LEA's and community partners to achieve AAESA's identified strategic priorities and whole child department objectives.
- ▶ Communicate proactively with supervisor and team members.
- ▶ Represent AAESA by providing leadership and service across the agency, region, and state, as well as attending meetings and relevant professional learning opportunities
- ▶ All other duties to be assigned by the Supervisor, Superintendent and Board of Education as they deem appropriate.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Has regular contact with personnel from other functional areas. The purpose of this interaction is to explain, clarify, or interpret information. Participates in cross functional meetings with other peers and administrators.
2. Strong demonstrated interpersonal skills, both written and oral.
3. Ability to develop and present instructional content.
4. Ability and willingness to work independently with minimal supervision.
5. Ability to problem solve with individuals and groups.
6. Demonstrated ability to establish and maintain boundaries with staff/students/families.
7. Strong leadership and interpersonal skills with the ability to motivate and inspire others.
8. Ability to handle conflict productively.
9. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines.
10. Ability to handle aggressive behavior both physically and emotionally.
11. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application.
12. Ability to speak to individuals one-on-one, make presentations and answer and respond to telephone calls.
13. Maintain confidentiality of student records and information.
14. Ability to be on the job regularly and have a positive attendance record.
15. Ability to drive between AAESA buildings, local school districts, and to workshops, meetings, and conferences throughout the state.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or

materials. The employee must occasionally lift and/or move up to 60 pounds or more of files, paper, or other related equipment or supplies. There is occasional stooping, bending, and reaching.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet to moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

FLSA: EXEMPT

TERMS OF EMPLOYMENT:

This position will work throughout Allegan County in various preschool classrooms and homes. 200 day contract; 8 hours per day. Position is contingent upon GSRP and Early On grant funding from the Michigan Department of Education.

Signature

Date

Supervisor

Date