



Job Description

JOB TITLE:	Teacher Consultant
REPORTS TO:	Assigned Special Education Supervisor
WORK SCHEDULE:	184 days
SALARY SCHEDULE:	Salary and benefits in accordance with IIEA Master Contract

QUALIFICATIONS:

- Valid Michigan Teaching Certificate, with approval by the Michigan Department of Education as a Teacher Consultant for the learning disabled, emotionally impaired, or cognitively impaired;
- Ability to program for and motivate students to develop to their fullest potential in the cognitive, affective, and psychomotor domains;
- Interpersonal skills which promote positive personal relationships with students, parents, staff, and community.
- Experience and ability in the area of time and classroom management strategies, team planning, conflict resolution and group dynamics;
- Knowledge of an experience of methods and materials pertaining to K-12 regular and special education curriculums.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:

- Participates in team meetings and provides input as to the most appropriate intervention strategies for students;
- Consults with teachers to provide support in implementation of intervention and progress monitoring;
- Completes formal and informal assessments on students, including observations and data collection to determine their strengths and educational needs;
- Consults and in-services when appropriate, regular education teachers, medical personnel, administrators, counselors, paraeducators and parents so that appropriate support is given on behalf of the respective students;
- Participates in REED and IEP meetings as appropriate, and completes required responsibilities;
- Attends Intermediate School District scheduled meetings and in-services, and completes other required assignments;
- Complies with all rules and regulations pertaining to the teacher consultant role in accordance with the Michigan Revised Administrative Rules for Special Education;

- Conducts self in a professional, supportive manner and maintains a positive ethical image during the work day and at all work-related meetings;
- Abides by all District policies and procedures and carries out all other related duties as assigned by the immediate supervisor.
- Employee is responsible for maintaining all licenses, certificates, etc., and submitting to Business Office prior to expiration date of said document.
- Completes required paperwork in a timely manner (e.g. IEPs, IEP progress reports, MET cover sheets, Medicaid billing)
- Other duties as assigned.
- Regular and consistent attendance is essential to perform job duties and responsibilities

Other knowledge, skills and abilities:

- Strong interpersonal and communication skills
- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently
- High level of discretion and integrity

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 job duties that may be performed by such a person.

LANGUAGE SKILLS:

Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

MATHEMATICAL SKILLS:

Basic math skills are required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

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 and talk or hear. The employee is occasionally required to stand, walk, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

TRAVEL:

The employee may be expected to travel to professional development conferences/trainings, and to other events as assigned or approved by Supervisor.

EVALUATION:

Performance will be evaluated by the immediate supervisor in accordance with provisions established by administration/contract.

Approved By _____ Date _____
Supervisor

Received and Agreed by: _____ Date _____
Employee

Printed name of Employee: _____

Revised September 2018