

PLEASE POST

NOTICE OF VACANCY  
TAYLOR SCHOOL DISTRICT  
PERSONNEL MEMORANDUM

INTERNAL/EXTERNAL

POSITION: Teacher Consultant with a Caseload for TVLA

REPORTS TO: Special Education Director and Principal

DESIRED QUALIFICATION:

1. Certification in one or more areas of Special Education.
2. Possess or be eligible for a Teacher Consultant certification from the State of Michigan which includes the following — "A person must possess a valid Michigan teaching certificate with a special education endorsement, a Master's Degree in education or a field of study related to special education, and a minimum of three years of satisfactory teaching experience, not less than two years of which shall be teaching in a special education program."
3. Experience in developing, writing, and implementing child studies, referrals — REED's, MET's, evaluations, classroom observations, and invitations to IEP's.
4. Understand and use the IEP/Special Education MiStar software program.
5. Ability to work independently and be very organized and schedule orientated. Must be able to work within deadlines.
6. Demonstrate understanding of revised rules and regulations for special education.
7. Possess personal qualities necessary to teach students with varying abilities, and to work cooperatively with TVLA mentors, Career Center staff, and administration
8. Possess the necessary personal qualities to work effectively with a broad cross-section of other school district personnel, parents, general education, special education, and administration in a calm, professional manner.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the coordination, development and implementation of instructional programs for students with disabilities enrolled in TVLA.
2. Provide instructional and educational support services to special education students enrolled at TVLA and Career Center.
3. Participate as a team member in child study, MET meetings and IEPC's for students on caseload.
4. Evaluate and assess academic levels of functioning of special education students for IEPC and MET meetings for students on caseload.
5. Assume responsibility for convening and attending IEPC's within appropriate timelines for all students on caseload.
6. Write goals and objectives for each student as mandated by Federal, State and County agencies for all students on caseload.
7. Facilitate mainstreaming of special education students through ongoing communication with the special education and general education staff.
8. Assume responsibilities mandated to the special education teacher as a member of the IEPC process for students on caseload.

9. Attendance at meetings set up by general and special education administration for students on caseload.
10. Provide consultant services to special education students, parents, and other staff members.
11. Provide input to building administrators regarding appropriate classes for the mainstreaming of special education students.
12. Full-time staff in a single building will assume the same responsibilities, as do the special education teachers within the school district and as per teacher contract.
13. Maintain communication with special education secretary regarding IBP's and caseload numbers.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Maintain a cooperative working relationship with school and community (parents and agencies)
2. Maintain the philosophy and procedures of Least Restrictive Environment, IDEA 2004 and Section 504
3. Maintain flexibility necessary for meeting the individual needs of students with varying abilities and needs
4. Promote a positive learning environment for all students
5. Keep current knowledge of legal mandates regarding Special Education rules and regulations

**BASE RATE OF PAY:**

Per TFT Contract (\$47,486.00-\$97,568.00)

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://www.taylorschools.net/careers>

All materials received relative to this posting become property of the Taylor School District

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED**

**ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE  
CONSIDERED**

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