POSITION POSTING

POSITION: Special Education Coordinator
Technical Assistance Provision and Transition Coordination

QUALIFICATIONS:
- Master’s Degree in an area of Education
- Minimum 5 years of experience in special education
- Possess a current Michigan special education credential recognized by the MDE as specified in the Michigan Administrative Rules for Special Education
- Administrator certification preferred

JOB FUNCTIONS:
- Collaborate and act as a liaison with the OSE to provide training and technical assistance in the use of the CIMS/Catamaran system.
- Facilitate the partnership and collaborative work between the OSE and the ISD to support LEA improvements related to Part B and Part C State Performance Plan Indicators and priority areas.
- Process progress reports for corrective action plans and respond with support to the LEA/ISD.
- Provide technical assistance and support to improve the quality/accuracy of required data reporting systems (e.g., EdPlan, CIMS, MSDS).
- Analyze compliance and quality of special education documents (e.g., REED, MET Report, IEP, Progress Monitoring, behavior support plans).
- Design and conduct professional learning opportunities for special education providers that are focused on strengthening identified areas of special education documentation.
- Conduct ongoing review and analysis of data related to the requirements of MARSE and the Individuals with Disabilities Education Act.
- Provide technical assistance and support to increase awareness and use of the problem solving and mediation services available to the district, parents, and families.
- Coordinate transition-related activities with business and post-secondary training sites
- Provide opportunity to enhance school, agency, and business partnerships
- Participate in analysis of transition assessment data with building data teams.
- Organize and facilitate community transition council meetings.
- Develop new and promote existing summer worksites to districts
- Collaborate with Career Preparation Specialists to promote effective career readiness activities.
- Support district completion of Post-secondary Survey (SPP 14).
- Assist schools to develop, implement, and communicate transition timeline to parents, school, and agency partners.

REPORTS TO: Director of Special Education

DEADLINE FOR APPLICATION: Until Filled

CONTRACT LENGTH: 210 days

BEGINNING DATE OF EMPLOYMENT: February 3, 2020

DIRECT INQUIRIES: www.charemisd.org/aboutus/jobs

DATE POSTED: January 15, 2020

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