



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

**NOTICE OF  
VACANCY**

### ASSISTIVE TECHNOLOGY CONSULTANT

*Collaborative position with Newaygo County Regional Educational Service Agency (NC RESA)*

REPORTS TO: MOISD Assistant Superintendent of Special Education Services / NCRESA Director of Special Education	LOCATION: MOISD & NCRESA and respective local districts
COMPENSATION: Commensurate with level of experience and credentials. Full benefit package.	FLSA: Exempt, Non-administrative
DURATION: Full-Time School Year Position 183 Days; 7 Hours Per Day	START DATE: As Soon As Possible POSTING DATE: January 11, 2024

**Position Summary:** The Special Education Assistive Technology Consultant serves leaders and teachers of students with diverse learning needs in order to increase student outcomes. The Special Education Assistive Technology Consultant assists IEP teams in consideration of student Assistive Technology needs, decision making about Assistive Technology solutions, and to build district capacity to improve access, participation, productivity, and independence within the general education curriculum or alternate curriculum standards. This is a collaborative position with NC RESA.

#### Professional Requirements / Education and Experience

- Teaching Certificate with Special Education Endorsement
- Master's Degree in Special Education
- Minimum of 3 years teaching experience; 5 years or more preferred
- Excellent interpersonal skills and able to effectively manage working relationships with professionalism.
- Effectively collaborate as a member of a team and contribute to the agency vision and goals.
- Able to demonstrate confidentiality in all matters.
- Positive leadership skills.
- Knowledge of Federal IDEA Regulations, the Michigan Administrative Rules for Special Education, Assistive Technology laws and regulations and compliance procedures
- Knowledge and expertise in compliant IEP processes and procedures
- Work independently and as a collaborative member of a team, problem-solve, and find solutions to challenging situations
- Skills with computers, including a broad range of assistive technology resources, Google Drive, Outlook Calendar/Email
- Exemplary organizational skills related to task completion, including the ability to independently manage multiple projects simultaneously
- Effective communication both orally and in writing, including demonstrated proficiency in grammar, editing and proofreading
- Proficient in mathematical concepts.

### *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Possess exceptional reasoning skills with the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must possess valid driver license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

### Essential Duties

- Advise in matters related to Special Education/Assistive Technology laws and regulations.
- Accepts, reviews, and processes referrals in accordance with established Special Education Consultation Request procedures
- Prepare written service delivery plan for member district, NC RESA, and MOISD operated programs to document plan for training/coaching/technical assistance, implementation support, and timeline of request closeout
- Provide technical assistance and support around data gathering procedures and strategies to conduct needs-based assessment, utilizing a team approach and based on the student's customary educational environments or settings
- Provide technical assistance and support to teams conducting comprehensive assessments, to address all areas related to the student's disability and with a focus on student strengths as it relates to Assistive Technology and the student's ability to access, participate, and progress in the general education curriculum standards
- Develop and maintain positive working relationships with member districts, NC RESA and MOISD operated programs, Special Education Directors, Superintendents, Building Administration, Curriculum Directors, IEP Teams, Parents, and Students
- Provide training, coaching, and technical assistance for individual educators, small groups, and teams by way of face-to-face methods, virtual and/or digital platforms (i.e. Zoom, Loom), district-hosted sessions, conference presents and more to address special education practices, and the selection and utilization of assistive technology devices and services
- Knowledge and understanding of Common Core State Standards and Common Core Essential Elements and the ability to apply Assistive Technology to assist students with disabilities in accessing, participating, and making progress within these curriculum standards
- Communicate how to leverage Assistive Technology to provide access to the general education settings to the greatest extent possible; Least Restrictive Environment
- Participate in staff development/training activities related to Assistive Technology, Special Education, and assigned by direct supervisor
- Assist in decision-making regarding the recommendation, purchase, lease, or other means of acquiring assistive technology devices
- Assist in selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices
- Contribute to the goals and success of the Special Education Instruction and Curriculum teams through collaboration, cooperation, flexibility, and shared decision making

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- Contribute to the development of resources and materials for use in conducting professional development and other related professional activities
- Serve as Traumatic Brain Injury Transition Team Coordinator: manage intake of TBI referrals, make contact with local district TBI point people, and provide additional resources when needed
- Follows all Federal IDEA Regulations and the Michigan Administrative Rules for Special Education and compliance procedures
- Maintain and update work calendar to reflect currently scheduled activities, changes in schedule up to 30 days in advance
- Assume responsibility to transport self to assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Maintain an attitude of mutual respect and tolerance of other professionals, students and parents.
- Additional duties as assigned by Assistant Superintendent/Director of Special Education or designee.

### Work Environment and Physical Demands

Work is in an office setting and requires travel to other buildings within multiple districts. Noise level in this position varies. While performing the duties of this job, the employee is required to sit for long periods of time, stand and walk regularly, stoop, kneel, crouch, or crawl; use hands and arms to type, write, reach, handle, and feel, and occasionally lift and/or move up to 20 pounds; talk and hear. Specific vision abilities include close vision, ability to adjust focus with emphasis on long periods of concentration on a computer screen and small numbers. The employee may occasionally lift and or move up to 35 pounds. The ability to travel to other buildings is required.

**Deadline:** February 1, 2024 or until filled.

**Please submit cover letter, resumé, transcript, and references to:**

Jessica R. Ross, Human Resources Coordinator

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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