



STATE OF MICHIGAN
invites applications for the position of:
**Special Education
Consultant 12/P13**

An Equal Opportunity Employer

JOB #: 3103-19-030

DEPARTMENT: Education

JOB TYPE: Permanent Full Time

BARGAINING UNIT: UNITED AUTO WORKERS (UAW)

SALARY:

Hourly
\$27.10 - \$40.98

OPENING DATE: 01/22/19

CLOSING DATE: 02/13/19 05:00 PM

JOB DESCRIPTION:

The State Complaints Consultant receives and investigates special education state complaints filed with the Office of Special Education (OSE) as mandated by the Individuals with Disabilities Education Act (IDEA) and its final federal implementing regulations, the Michigan Administrative Rules for Special Education (MARSE), and Michigan's state complaint and due process hearing procedures.

[Position Description](#)

REQUIRED EDUCATION AND EXPERIENCE:

Education

Possession of a master's degree in special education, school social work, school psychology or a related field in Education.

Experience

Special Education Consultant 12

One year of professional administrative or consultative experience in the field of special education.

Special Education Consultant P13

Two years of professional administrative or consultative experience in the field of special education, including one year equivalent to a Special Education Consultant 12.

ALTERNATE EDUCATION AND EXPERIENCE:

Five years of professional experience as a special education teacher, school social worker, or school psychologist may be substituted for one year of the experience requirement.

Possession of a doctorate degree in special education, school counseling, or school psychology may

be substituted for one year of the experience requirement.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Current or past possession of a teacher's certificate, comparable to the one issued in Michigan, with endorsement in an area of special education.

View the entire job specification at:

http://www.michigan.gov/documents/SpecialEducationConsultant_13111_7.pdf

Education
608 West Allegan Street
Lansing, Michigan 48933

Special Education Consultant 12/P13 Supplemental Questionnaire

- * 1. MDE5 - Please be aware the application review and determination of your eligibility for this position is based solely upon the information provided in your application packet, especially the Work Experience, Supporting Attachments (transcripts, certifications, etc.) and Supplemental Questions sections of your application. Therefore, it is imperative that you provide extensive detail and accurate dates of employment in the applicable sections of your application. It is the applicant's responsibility to attach official college transcripts to the application. For our purposes, an official college transcript must contain your name, the college name/address, the degree conferred/date granted, coursework completed (especially if no degree was granted) and the Registrar's signature and/or seal. A scanned or electronic copy is acceptable, as long as it contains the elements listed above. Web-based, internet, or unofficial transcripts are not acceptable. Failure to attach official transcripts may eliminate your application from the selection process. Information provided in your application, resume, transcripts, and any other documentation provided will be used to verify responses to the supplemental questions. Unsupported responses or applications without requested application materials may be eliminated from further consideration. Have you read and understood the process for submission and use of your application materials?
 Yes No

- * 2. MDE2 - The State of Michigan is a drug free workplace. Prospective employees will be required to pass a pre-employment drug test. Do you understand this requirement?
 Yes No

- * 3. MDE3 - Do you currently work at the Michigan Department of Education in one of the following capacities? (The Michigan Department of Education is a department within the State of Michigan government. Michigan Public School employees are not employees of the Michigan Department of Education.)
 Current State of Michigan Department of Education employee
 Temporary Service employee
 Contractor Service employee
 None of the above

- * 4. MDE4 - Please indicate how you learned of this Michigan Department of Education job posting (e.g., State of Michigan Job Opportunities web site, MASA website, etc.).

- 5. SPEDCST - Do you possess a master's degree in special education, school social work,

school psychology or a related field in Education? If so, please attach a copy of your official college transcripts.

Yes

No

* 6. SPEDCST12-14 – Please select your level of experience.

At least one year of professional administrative or consultative experience in the field of special education OR at least five years of professional experience as a special education teacher, school social worker, or school psychologist OR a doctorate degree in special education, school counseling, or school psychology. If so, please attach a copy of your official college transcripts.

At least two years of professional administrative or consultative experience in the field of special education, OR at least five years of professional experience as a special education teacher, school social worker, or school psychologist, and at least one year of such experience OR a doctorate degree in education and at least one year of such experience. If so, please attach a copy of your official college transcripts.

At least three years of professional administrative or consultative experience in the field of special education, OR at least five years of professional experience as a special education teacher, school social worker, or school psychologist, and at least two years of such experience OR a doctorate degree in education and at least two years of such experience. If so, please attach a copy of your official college transcripts.

7. How many years' experience do you have working with the Individuals with Disabilities Education Act (IDEA) and its implementing regulations as they relate to special education compliance?

None – 1 year

1-3 years

3-5 years

More than 5 years

8. Please describe your experience working with the Individuals with Disabilities Education Act (IDEA) and its implementing regulations as they relate to special education compliance.

9. How many years' experience do you have working with the Michigan Administrative Rules for Special Education (MARSE) as they relate to special education compliance?

None – 1 year

1-3 years

3-5 years

More than 5 years

10. Please describe your experience working with the Michigan Administrative Rules for Special Education (MARSE) as they relate to special education compliance.

11. How many years' experience do you have using Michigan's Special Education State Complaint Process?

None – 1 year

1-3 years

3-5 years

More than 5 years

12. Please describe your experience using Michigan's Special Education State Complaint Process.

13. How many years' experience do you have in developing or implementing special education programs?
- None – 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years
14. Please describe your experience developing or implementing special education programs.
15. How many years' experience do you have researching topics related to special education compliance and summarizing that information?
- None – 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years
16. Please describe your experience researching topics related to special education compliance and summarizing that information.
17. How many years' experience do you have analyzing laws, rules, or policies (federal and/or state) to inform decision-making?
- None – 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years
18. Please describe your experience analyzing laws, rules, or policies (federal and/or state) to inform decision-making.
19. How many years' experience do you have evaluating whether rule/policies and/or procedures are being implemented?
- None – 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years
20. Please describe your experience evaluating whether rule/policies and/or procedures are being implemented.
21. How many years' experience do you have resolving parent concerns/complaints regarding students?
- None – 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years
22. Please describe your experience resolving parent concerns/complaints regarding students.

23. Have you had Dispute Resolution training?

Yes No

24. How many years' experience do you have analyzing data and applying that analysis to special education practice and policy decisions?

- None – 1 year
- 1-3 years
- 3-5 years
- More than 5 years

25. Please describe your experience analyzing data and applying that analysis to special education practice and policy decisions.

26. How many years' experience do you have preparing and writing reports?

- None – 1 year
- 1-3 years
- 3-5 years
- More than 5 years

27. Please describe your experience preparing and writing reports.

28. Please upload a sample report or partial report (no more than 5 pages) reflecting your writing ability. Upload the sample to this application. Did you upload a sample?

Yes No

* Required Question