

Michigan Department of Education, Office of Special Education and Office of Professional Preparation Services

POSITION: Michigan Department of Education (MDE), Office of Special Education (OSE) and Office of Professional Preparation Services (OPPS) Special Education Consultant

STATUS: Full-time employee (2,080 hours), located in Lansing, position is under the Michigan Public School Employees Retirement System.

SALARY: \$79,040 (\$38.00 per hour)

APPLICATION DEADLINE: Friday, October 13, 2017, 11:59 p.m. EST

QUALIFICATIONS:

- Experience with special education programs. Credential in special education preferred.
- Possession of at least a master's degree in a field of education. Ph.D. preferred.
- Experience with or in educator preparation programs/institutions. Leadership skills desired.
- Experience analyzing data and information to make data based decisions and process improvements
- Ability to keep accurate records for time and attendance documentation.
- Ability to collaborate with educator preparation institutions and offices within the MDE.

RESPONSIBILITIES:

- Facilitate the development of preparation programs and requirements for the assigned areas. This includes recruiting and leading K-12 and higher education stakeholder groups, synthesizing stakeholder feedback, and preparing technical documentation in the area of special education.
- Review standards-based program offerings leading to certificates/endorsements in special education.

- Provide in-service trainings to appropriate school staff as related to Special Education Personnel Approvals
- Coordinate all activities related to the implementation of the review processes including: leading consultants in preparation and review conferences; collaborating with appropriate program specialists inside and outside the MDE for the conduct of reviews; convening conferences for panels for trained reviewers; and leading the review conferences
- Maintain accurate records and communicate with internal and external stakeholders regarding the review and approval of programs.
- Evaluate and develop improvements to the functionality of the electronic personnel approvals system.
- Maintain and update the Personnel Approvals Technical Manual website information.
- Meet with the Department of Technology, Management and Budget (DTMB) programmers to discuss and approve any new requirements for the Special Education Personnel Approvals System.
- Monitor special education school personnel approvals submitted into the system to ensure all responsible parties have taken the required action steps for processing approvals.
- Represents the State interests in national accreditation visits to educator preparation institutions, particularly focusing on specialty area data.
- Serve as staff resource for activities related to the Educator Preparation Institution (EPI) Performance Score and corrective action associated with the score.
- Coordinate activities related to continuous program improvement following reviews including: providing consultation and support to institutions with documented program deficiencies; coordinating and monitoring review of institutional responses regarding the findings of panels and content experts including negotiations regarding responses to weaknesses; overseeing the preparation of program approval items for consideration by the Superintendent; responsible for communication with deans and directors regarding reviews in assigned specialty areas.
- Provide technical assistance to EPIs to understand the corrective action activities associated with the EPI Performance Score.
- Plan and engage stakeholder meetings regarding corrective action, as appropriate.
- Serve as liaison between the OSE and OPPS.

- Work with OSE and OPPS staff to transition existing OSE processes into current OPPS systems/processes.
- Work with OPPS and OSE to streamline the special education teacher certification reciprocity competency approval process.
- Maintain oversight over OSE approval and administrative authorizations.
- Coordinate the dissemination of information related to new procedures and systems with K-12 and educator preparation stakeholders.
- Other duties as assigned in the area of special education.

APPLICATION DETAILS: To apply for this position, please submit a resume and a cover letter identifying your qualifications to Michigan Department of Education, Office of Special Education, Attn: Scott Kemmer-Slater, PO Box 30008, Lansing, MI 48909 or fax (attn: Scott Kemmer-Slater) to 517-373-2969 or email to KemmerSlaterS@michigan.gov.