



STATE OF MICHIGAN  
invites applications for the position of:

# Special Education Consultant 12/P13

An Equal Opportunity Employer

**JOB #:** 3103-19-050

**DEPARTMENT:** Education

**JOB TYPE:** Permanent Full Time

**BARGAINING UNIT:** UNITED AUTO WORKERS (UAW)

**SALARY:**

Hourly  
\$27.10 - \$40.98

**OPENING DATE:** 02/06/19

**CLOSING DATE:** 02/27/19 05:00 PM

**JOB DESCRIPTION:**

The Special Education Consultant supports the development of monitoring and technical assistance activities based on State Performance Plan Indicator targets and other priorities of the federal and state government. The consultant facilitates the unit's use of technical assistance providers to support the correction of identified areas of noncompliance in ISDs and member districts. The consultant works with ISD personnel to ensure effective monitoring and technical assistance activities leading to compliant practices and improved student outcomes throughout the state.

**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](http://www.michigan.gov/documents/SpecialEducationConsultant_13111_7.pdf)

## Position Description

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Education  
608 West Allegan Street  
Lansing, Michigan 48933

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### **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. MDE1 - Do you understand that failure to provide all requested documentation (cover letter, resume, and transcripts) may result in elimination from the competitive process?
- Yes    No
3. 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
- \* 4. 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.
- \* 5. SPEDCST - Do you possess a teaching certificate comparable to the one issued in Michigan (current or

past) and endorsement in an area of special education? If so, please attach documentation.

Yes

No

6. ADDITIONAL REQUIREMENTS AND INFORMATION Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities, identified by the appointing authority and approved by Civil Service, may be evaluated on an individual basis. For example, a master's degree in a different major AND work experience related to the position will be considered. Do you possess a master's degree and work experience related to this position?

Yes  No

7. How many years' experience do you have working in the field of special education?

None – 1 year

1 – 3 years

3 – 5 years

More than 5 years

8. Please briefly describe some of the activities you have had working in the field of special education.

9. Please indicate your primary experience in special education by checking the appropriate box.

providing consultation to parents and staff relative to special education.

providing support to staff relative to special education compliance.

providing instructional or ancillary support to students with disabilities.

10. How many years' experience do you have planning and conducting workshops or webinars with a focus on special education?

None – 1 year

1 – 3 years

3 – 5 years

More than 5 years

11. Please describe some of the activities you have planned and conducted for workshops or webinars with a focus on special education.

12. How many years' experience do you have working with special education federal regulations and state rules?

None – 1 year

1 – 3 years

3 – 5 years

More than 5 years

13. Please describe how you have used your experience to support programs for students with disabilities.

14. How many years' experience do you have with the Michigan Department of Education, Office of Special Education's "role in monitoring" special education programs and services?

None – 1 year

1 – 3 years

3 – 5 years

More than 5 years

15. Please describe the role(s) that you have had in the monitoring process with the Michigan Department of Education, Office of Special Education.

16. How many years' experience do you have with the challenges involved in developing and improving special education programs?

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

17. Please describe a challenge that you have faced and how you facilitated change in a special education program or delivery model.

18. How many years' experience do you have preparing professional reports, guidance documents, and correspondence related to special education programs and services?

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

19. Please describe the types of documents you have experience preparing.

20. Upload a sample or partial report that you have written (no more than five pages) reflecting your writing ability. Upload the sample to this application – under "Attachments." Did you upload your report?

- Yes  No

\* 21. 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

\* 22. 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

\* 23. 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.).

\* 24. MDE6 - Are the responses to your supplemental questions reflected in your application supporting materials? Please note, if information is not reflected in the supporting materials, you could be screened out.

- Yes  No

\* Required Question