



Job Description

Job title	<i>Educational Supports & Intervention Coordinator, K-12 (special education)</i>
Reports to	<i>Educational Supports & Intervention Supervisor</i>

Job purpose

Responsible for leadership, development, direction, and coordination of the special education programs and services at Vicksburg Community Schools as part of the KRESA Southern Service Area. Provide support to special education programs as defined in the responsibilities listed in this document. Fulfill other tasks as deemed necessary by the Supervisor of Special Education to comply with IDEA and the rules and regulations of the Michigan Department of Education.

Duties and responsibilities

1. Serve as ESI/special education representative on District Teams
 - a. Attend bi-weekly MTSS Leadership Team meetings
 - b. District Continuous Improvement Teams
 - c. Attend District MTSS Team meetings
2. Support to Building Level Teams related to MTSS
 - a. Student assistance meetings
 - b. Attend parent/team meetings
 - c. Attend monthly Building Intervention Team meetings
3. Oversight and support to ESI/special education staff and students
 - a. Meetings with teachers regarding caseloads and students
 - b. Attend IEPs at teacher/admin request
 - c. Student observations
 - d. Support count day requirements
4. Coordination of services and Technical Support with ESI/SE Administrators
 - a. Weekly meetings with supervisor
 - b. Coordinator Meetings Monthly in Portage
 - c. SSA work- support staff with IEP development, alternate assessment decision-making, caseloads, Medicaid billing, and provision of specially designed instruction
 - d. Liaison between staff and administration
 - e. Facilitate case manager assignments, para assignments based on student schedules, connect with counselors
 - f. Assume leadership positions within the district
5. Assist in facilitating district professional learning
 - a. Support Curriculum/PLC Work days
 - b. Organize and facilitate individual and/or group learning opportunities
 - c. Monitor, support, and facilitate district professional learning
6. Serve as a Teacher Consultant for students with IEPs
7. Perform other duties as assigned by the ESI Supervisor, Director of Curriculum and Instruction, and/or Director of Educational Supports and Intervention.

Qualifications

Professional Certification

- Master's Degree in education or field of study related to special education
- Candidates must possess a valid Michigan teaching certificate with approval in at least one area of special education.

Skills, Abilities, and Experience

Required:

- Three years of successful experience
- Demonstrated knowledge and experience with implementing effective instructional and behavioral strategies and interventions
- Experience in delivering quality professional development with educators.
- Ability to provide training and to assist with implementation of interventions in general education and special education settings

Preferred:

- At least five years of successful experience in special education
- Experience at both elementary and secondary levels
- Experience with transition planning and activities for students with IEPs at the high school level
- Previous teacher leadership experience
- Experience in the successful implementation of multi-tiered systems of support

Other characteristics

- Support the vision, mission, and beliefs of Vicksburg Community Schools.
- Ability to assume responsibility with a minimum of supervision.
- Ability to develop and maintain positive, constructive relationships.
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations.
- Ability to design and deliver quality professional development for teachers and itinerant staff.
- Outstanding presentation and facilitation skills.
- Demonstrated strength in organization and efficiency in planning for and meeting deadlines.
- Demonstrated interest and engagement in professional learning and reflection.

Working conditions

- Must be available to work outside of scheduled instructional hours (mornings, after school, evenings, summer).
- Operate as an itinerant staff with work space in multiple buildings and a designated home base.

Physical requirements

No special requirements.

Direct reports

This job has no supervisory responsibilities.

Approved by:	<i>Keevin O'Neill, Superintendent</i>
Date approved:	<i>March 6, 2025</i>
Reviewed:	