

## Early Childhood Special Education Teacher Consultant and Early Childhood Coordinator

*Position Begins: 2018-19 School Year*

<p><b>Qualification Requirements</b></p>	<ul style="list-style-type: none"> <li>• Minimum of bachelor’s degree from an accredited college or university.</li> <li>• Must hold or be eligible for a Michigan Teaching with an endorsement in at least one area of special education and a major or minor in early childhood education or child growth and development.</li> <li>• ZS or ZA Endorsement preferred</li> <li>• Experience is preferred by not required.</li> <li>• Must be highly qualified.</li> </ul>
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<p><b>Essential Duties and Responsibilities</b></p>	<p><b>Education and Early Childhood Development</b></p> <ul style="list-style-type: none"> <li>• Set goals for student achievement supported by a viable curriculum and the building school improvement plan.</li> <li>• Work collaboratively with colleagues to ensure student success through the IEP Process</li> <li>• Serve as an advocate for students diverse needs.</li> <li>• Serve as a role model through actions and behaviors.</li> <li>• Plan daily instructional activities for all students based upon individual students and their needs.</li> <li>• Select and use a variety of instructional materials to stimulate learning and meet the needs of all students.</li> <li>• Demonstrate knowledge of subject matter and the common core standards.</li> <li>• Develop and administer formative and summative tests, use multiple tools to assess student learning on an ongoing basis, and alter instruction to meet group and individual needs.</li> <li>• Collaborate with fellow teachers to create a data-driven, learner-centered, friendly and safe environment.</li> <li>• Maintain order within the classroom and school with proactive classroom management and a well-organized, rigorous learning environment.</li> <li>• Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.</li> <li>• Maintain professionalism when interacting with students, parents, community, community agencies and colleagues.</li> <li>• Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicates effectively with students and their parents.</li> <li>• Stays abreast of current educational trends and best practices as these relate to classroom instruction and effective schools.</li> <li>• Incorporate and model appropriate use of technology to support instruction and student learning.</li> <li>• Utilize a curriculum that reflects the diverse educational, cultural and linguistic backgrounds of the students served.</li> <li>• Develop professional relationships with other agencies and programs.</li> </ul>
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<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Establish and communicate clear objectives for all learning activities.</li> <li>• Observe and evaluate student’s performance.</li> <li>• Possess strong motivational skills and willingness to be flexible and adapt to changing priorities and new initiatives.</li> <li>• Maintain regular and reliable attendance.</li> <li>• Perform other duties as assigned.</li> </ul> <p><b>Regulatory</b></p> <ul style="list-style-type: none"> <li>• Annually update program handbook, policies, and procedures to maintain compliance with Licensing rules and regulations, Great Start to Quality standards, ISD policies and Head Start standards.</li> <li>• Annually review and train staff on policies, standards, and procedures.</li> <li>• Responsible for supporting staff in the full implementation of standards and policies.</li> <li>• Ensure all staff and children’s paperwork and files are up-to-date and accessible for licensing review.</li> <li>• Monitor health and immunization schedules for children to maintain compliance with state laws and licensing rules and regulations.</li> <li>• Monitor daily logs for procedure implementation for the purposes of Licensing and Head Start standards compliance.</li> <li>• Ensure systematic procedures are in place for the maintenance of a well-organized, safe and healthy environment conducive to the optimal growth and development of children.</li> <li>• Ensure timely submission of all reports, files, records, and applications to Great Start to Quality, ISD, DHS, Head Start, and Licensing to maintain good standing and ratings with those agencies.</li> </ul> <p><b>Coordination</b></p> <ul style="list-style-type: none"> <li>• Foster growth of early childhood programming and child care in accordance with needs of the region</li> <li>• Hire and develop early childhood staff</li> <li>• Develop and maintain budget for all early childhood programs in coordination with director of finance</li> <li>• Coordinate billing for programs including before/after care programs at elementaries</li> </ul>
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<b>Salary and Benefits</b>	To be determined commensurate with experience and qualifications
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<b>Deadline</b>	Until Filled
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<b>Method of Application</b>	Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:
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<b>Contact Information</b>	Please direct questions to Matthew Olson, Benzie Central Superintendent (231) 882- 9653 or <a href="mailto:olsonmp@benzieschools.net">olsonmp@benzieschools.net</a>
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