



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-03

**NOTICE OF  
VACANCY**

### Title: Assistive Technology Consultant

Start date: August 19, 2024

Classification/FLSA: Exempt, Non-Administrative

Duration: Part-time school year position; 0.5 FTE

Reports to: Assistant Superintendent of Special Education Services

Location: MOISD and local districts

**Position Summary:** The Special Education Assistive Technology Consultant serves leaders and teachers of students with diverse learning needs in order to increase student outcomes. The Special Education Assistive Technology Consultant assists IEP teams in consideration of student Assistive Technology needs, decision making about Assistive Technology solutions, and to build district capacity to improve access, participation, productivity, and independence within the general education curriculum or alternate curriculum standards.

### Professional Requirements / Education and Experience

- Valid Michigan Teaching Certificate preferred; Special Education endorsement required.
- Master's Degree in Special Education required.
- Minimum of 3 years Special Education experience; 5 years or more preferred.
- Exemplify positive leadership and strong interpersonal abilities to manage effective working relationships with professionalism.
- Knowledge of Federal IDEA Regulations, the Michigan Administrative Rules for Special Education, Assistive Technology laws/regulations and exhibit expertise in compliant IEP processes and procedure.
- Technology proficient to utilize a broad range of assistive technology resources, Google applications.
- Exemplary organizational skills related to task completion, including the ability to independently manage multiple projects simultaneously.
- Strong communicator, both orally and in writing, including demonstrated proficiency in grammar, editing and proofreading.
- Exceptional reasoning skills with the ability to define problems, collect data, establish facts, and draw valid conclusions; Proficient in mathematical concepts.
- Must possess valid driver license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

### Essential Duties

- Follow all Federal IDEA Regulations and the Michigan Administrative Rules for Special Education and compliance procedures.
- Provide technical assistance and support around data gathering procedures and strategies to conduct needs-based assessment, utilizing a team approach and based on the student's customary educational environments or settings.
- Accept, review, and process referrals in accordance with established procedures.
- Provide technical assistance and support to teams conducting comprehensive assessments, to address all areas related to the student's disability and with a focus on student strengths as it relates to Assistive

## *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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2425-02

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Technology and the student's ability to access, participate, and progress in the general education curriculum standards.

- Utilize Common Core State Standards and Common Core Essential Elements to apply Assistive Technology to assist students with disabilities in accessing, participating, and making progress within these curriculum standards.
- Remain current in and advise upon matters related to Special Education/Assistive Technology laws and regulations.
- Prepare written service delivery plan for MOISD-operated programs to document plan for training/coaching/technical assistance, implementation support, and timeline of request closeout.
- Develop and maintain positive working relationships within MOISD-operated programs and local districts, including administration, IEP teams, parents and students.
- Provide training, coaching, and technical assistance for individual educators, small groups, and teams by various methods (in person, virtual platforms (i.e. Zoom), district-hosted sessions) to address special education practices, and the selection and utilization of assistive technology devices and services.
- Communicate methods of leveraging Assistive Technology to provide access to the general education settings to the greatest extent possible; Least Restrictive Environment.
- Participate in and contribute to professional development/training related to Assistive Technology, Special Education, and as assigned by supervisor.
- Assist in decision-making regarding recommendation of acquiring assistive technology devices, as well as selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, and replacing.
- Contribute to the goals and success of the Special Education department and MOISD through collaboration, cooperation, flexibility, and shared decision making.
- Assume responsibility to transport self to assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by Assistant Superintendent of Special Education Services or designee.

**Compensation: Commensurate with level of experience and credentials.**

**Partial Benefits:** Employee medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement.

**Posting date: 07/15/2024**

**Application deadline: 08/01/2024 or until filled**

**Please submit cover letter, resumé and references, and applicable transcripts to:**

**Jessica R. Ross, Human Resources Coordinator**

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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