

## NOTICE OF INTENT TO EMPLOY

**POSITION:** Autism Spectrum Disorder (ASD) Consultant

Employees in this position work with area education staff to support students with ASD. Resources, consultation, professional development and assessment may be provided.

**QUALIFICATIONS:**

1. Possession of a Master's degree or better in Special Education.
2. Possession of a valid Michigan teaching certificate with special education endorsement in ASD.
3. Evidence of MDE approval as a Teacher Consultant or ability to gain approval.
4. Three or more years' successful experience as a special education classroom teacher working with children with ASD.
5. No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.
6. Familiarity with current trends and issues in special education programs and services preferred.
7. Possession of solid organizational and planning skills; skills in group leadership and facilitation preferred.
8. Ability to utilize computer systems and related technology for instructional applications, reports and budgets, communication and presentations.

**REPORTS TO:** Director of Special Education

**ESSENTIAL FUNCTIONS (This Notice of Intent is not an exhaustive list of the duties performed for this position):**

1. Provides consultation to area education personnel in matters pertaining to ASD.
2. Provides inservice training to teachers, professionals, and others regarding ASD and instructional best practices for students with ASD.
3. Acts as a resource to area education personnel regarding ASD.
4. Responds to identified needs as articulated by LEA and ISD administrative staff.
5. Communicates regularly with local school district and ISD special education administrators.
6. Facilitates the sharing of research implications with district staff, especially those pertaining to ASD and instructional best practices.
7. Works as a member of a multi-disciplinary evaluation team to assist in the assessment of the eligibility and educational needs of persons suspected of having ASD.
8. Establishes and maintains contact with parents, guardians, and caregivers, as needed, to support students with ASD.
9. Maintains accurate student records regarding services.
10. Works in collaboration with other consultants at the ISD as necessary.
11. Plans and manages budgets for position and professional development.
12. Actively engages in keeping up-to-date with current research and best practices in the area of ASD.

**STARTING DATE:** July 2012

**TERMS:** This is a full-time position with full benefits.

**SALARY RANGE:** Commensurate with education and experience.

**APPLY TO:** Please complete an online application and include letter of interest, current resume and credentials at [www.muskegonisd.org/jobs](http://www.muskegonisd.org/jobs). Once there, follow the link in the first paragraph to apply.

**CLOSING DATE:** May 18, 2012

**POSTED:** April 27, 2012

David Sipka, Superintendent

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