



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Lead Trainer - Technical Assistance Partner (TAP) MIBLSI  
**Reports To:** Assistant Superintendent for Instruction  
**FLSA Status:** Exempt  
**Prepared By:** HR  
**Approved By:** N/A  
**Prepared Date:** 07/2009  
**Last Revised Date:** 07/2009

### **Summary:**

The Lead Trainer - Technical Assistance Partner (TAP) will act in a capacity for statewide implementation and sustainability of a regional system of information, technical assistance, training, and support for support for Michigan's Integrated Learning and Behavior Support Initiative (MIBLSI).

### **Essential Duties and Responsibilities:**

- Interfaces among directors, project specialists, grant, fiscal and data coordinators, and TAPs to ensure effective communication
- Supports development of Intermediate School Districts, local districts and leadership teams.
- Expends a lead role in working with SISEP as it interfaces with Regional Implementation Team and State Transformation Team
- Provides mentoring to new TAPs by ensuring a universal foundation for knowledge of behavior and literacy training, coaching and the roles of leadership teams
- Provides leadership and support to TAPs in setting goals and completing action plans.
- Designs tools, resources and additional supports for statewide technical assistance.
- Coordinates joint facilitation of state trainer workdays at the universal, strategic and intensive levels
- Manages a system of recruitment, selection, training and performance feedback in collaborating with TAPs and directors
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

Master's degree in general education, special education or a related field. Successful experience in the area of behavior management and/or literacy. Knowledge and understanding of Response to Intervention (RTI) approaches.

**Certificates, License, Registration:**

Educational or Administrative Certification

**Other Skill & Abilities:**

High level of comfort in working using a consultative style

Ability to communicate effectively including listening

Keeps director/administration abreast of activity.

Effectively present information in front of groups and engage audience

Maintains confidentiality

Develop and maintain an atmosphere of teamwork

Ability to resolve interpersonal conflict in a straightforward and timely manner

Working knowledge of evidence-based practices for supporting student behavior

Skills in data collection and analysis

Ability to adapt to frequent changes in the work environment.

Practices safe work habits.

Ability to set priorities, be organized and be a self-starter.

Ability to travel to sites within Kalamazoo County.

**Supervisory Responsibilities:**

Provides direction and guidance but does not directly supervise.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level is usually moderate although can be loud at times.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.