



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Teacher Consultant for Autism Program  
**Reports To:** Special Education Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 08/2004  
**Last Revised Date:** 01/2012

**Summary:** Provide assessment, consultation to students, staff and parents in preschool, elementary and secondary programs for students with autism

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

- Assess students' strengths and areas of need in relation to their impairment
- Coordinate services between special and general education staff
- Confer with parents, administrator, testing specialists, social worker, and others to develop individual educational program for students
- Coordinate and attend IEPT meetings
- Work with special and general education teachers in providing appropriate materials and teaching techniques for students with autism
- Assist with development of behavior plans
- Provide consultation on state of art techniques and curricula for students with autism
- 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 (M.A.); three years satisfactory teaching experience with not less than two years in a special education program

### **Certificates, License, Registration:**

Michigan K-12 Teaching Certificate; Special Education Endorsement in Autism (AI)

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience  
Ability to communicate effectively including listening  
Keep administrator abreast of activity  
Works in a team oriented fashion  
Ability to efficiently use computer and applicable software  
Ability to problem solve  
Ability to read, analyze and interpret data  
Maintains confidentiality  
Displays willingness to support and make decisions with sound judgment in timely manner  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly  
Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**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 in the work environment is usually moderate.

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.