



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Teacher Consultant for the Deaf and Hard of Hearing  
**Reports To:** Program Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 02/2003  
**Last Revised Date:** 05/2016

**Summary:** Teaches appropriate preschool, elementary and secondary school subjects and skills to students with Hearing Impairments using various methods of communication to receive and convey language

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

- Assess students' strengths and areas of need in relation to their impairment
- Coordinate services between special education and general education
- Instructs students in various forms of communication such as gestures, sign language, finger spelling and speech cues, auditory training
- Maintains amplification equipment
- Schedules and attends IEPT meetings
- Writes IEP goals and objectives that address student needs
- Confers with committee of parents, administrators, psychologists, speech pathologists, social workers, and others to develop individual educational program for students
- Attend IEPT meetings
- Plans curricula and prepare lessons and other instructional materials according to grade level and needs of students
- Works with interpreters to modify regular educational assignments, testing to ensure that students' needs are addressed; arrange for and conduct field trips designed to promote experiential learning
- Encourage students to participate in verbal and sensory classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to identify objects encountered in daily living
- Meet with parents to discuss how parents can encourage student's independence and well-being and to provide guidance in using community resources
- Generate and monitor progress towards the fulfillment of classroom and lesson objectives
- Counsel students
- 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. or M.S.); 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 Hearing Impaired

**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

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve goals

Performs duties as workload necessitates

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.