



Kalamazoo Regional Educational Service Agency Job Description

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

Summary:

The Technical Assistance Partner will participate in the development and maintenance of a regional system of information, technical assistance, training, and support for Michigan's Integrated Learning and Behavior Support Initiative (MIBLSI).

Essential Duties and Responsibilities:

- Work effectively with MIBLSI schools in developing teams (district coaches, trainers, school leadership teams and administrators) to deal effectively with behavior and learning support within a school building
- Work with MIBLSI Schools to customize and continually adjust school-level action plans.
- Create data collection and retrieval systems while also providing technical support
- Conduct training on a local & county level in the areas of assessment, behavior intervention and learning support
- Provide content for newsletters, websites and conference presentations
- Participate in the contracting decisions of state trainers also providing trainers with feedback and professional development opportunities. Coordinate workload and activities of state trainers
- Review & develop curriculum and training checklists for state trainers.
- Track expenditures with grant co-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
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.