

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**SPECIAL EDUCATION CONSULTANT**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to assist schools in the education of exceptional children.

There are three classifications in this job.

**Position Code Title - Special Education Consultant-E**

Special Education Consultant 12

This is the intermediate level. The employee performs an expanding range of professional special education consultant assignments in a developing capacity.

Special Education Consultant P13

This is the experienced level. The employee performs a full range of professional special education consultant assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Special Education Consultant-A**

Special Education Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises and assists personnel of school districts and social agencies in adding programs and improving existing programs in special education.

Develops comprehensive programs for the education of exceptional children.

Plans and conducts training conferences for teachers, administrators, and others in regards to special education.

Develops, administers, and monitors funding for special education programs.

Reviews and evaluates special education programs to ensure compliance with federal and state laws, policies, and regulations; reviews and makes recommendations regarding requests from school districts to deviate from established rules.

Serves as liaison and coordinates special education program activities with state, national, and private agencies.

Provides technical expertise and guidance to school districts in the preparation and implementation of special education plans.

Responds to inquiries from the public, private organizations, school districts, and other public agencies regarding compliance, due process, procedural safeguards, and other legal and regulatory issues involving special education.

Assists in the development of legislation, policies, goals, and objectives of departmental special education programs.

Collaborates with general education programs in equitably improving the quality of special education for Michigan residents.

Advises and assists public agencies in the development of compliant special education programs.

Develops, administers, and monitors compliance standards for special education systems.

Develops and implements systems of compliance for departmental special education programs.

Monitors progress to ensure appropriate steps are taken towards compliance.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Special Education Consultant 14 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Special Education Consultant 14 (Senior Worker)**

Performs on a regular basis professional special education consultant assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and methods used in teaching exceptional children.

Knowledge of the problems involved in developing and improving special education programs.

Knowledge of the funding processes available for special education programs.

Knowledge of budget methods and processes.

Knowledge of state and federal laws pertaining to special education and compliance.

Knowledge of the influence of social, physical, and psychological factors in instructional situations.

Knowledge of recent developments and current literature in the field of special education.

Ability to analyze conditions and needs of local communities with respect to special education programs.

Ability to develop programs and more effective teaching methods for exceptional children.

Ability to plan and conduct training conferences pertaining to special education for administrators and teachers.

Ability to evaluate special education programs.

Ability to develop budgets, monitor expenditures, and prepare grant requests for special education programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Special Education Consultant 14 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a master's degree in special education, school social work, school psychology, or a related field in Education.

### **Experience**

#### **Special Education Consultant 12**

One year of professional administrative or consultative experience in the field of special education.

#### **Special Education Consultant P13**

Two years of professional administrative or consultative experience in the field of special education, including one year equivalent to a Special Education Consultant 12.

#### **Special Education Consultant 14**

Three years of professional administrative or consultative experience in the field of special education, including one year equivalent to a Special Education Consultant P13.

### **Alternate Education and Experience**

#### **Special Education Consultant 12 - P13**

Five years of professional experience as a special education teacher, school social worker, or school psychologist may be substituted for one year of the experience requirement.

Possession of a doctorate degree in special education, school counseling, or school psychology may be substituted for one year of the experience requirement.

### **Special Requirements, Licenses, and Certifications**

Some positions may require a current or past possession of a teacher's certificate, comparable to the one issued in Michigan, with endorsement in an area of special education.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

**Job Code Description**

SPECEDCST

SPECIAL EDUCATION CONSULTANT

**Position Title**

**Position Code**

**Pay Schedule**

Special Education Consultant-E

SPEDCSTE

W22-045

Special Education Consultant-A

SPEDCSTA

W22-050

KH

08/28/2016