

Job Opening Announcement & Job Description



MTSS Special Education Specialist Three-year, non-renewal position	
Supervisor: Assistant Superintendent	Division: Student Success & Learning Location/Assignment: Housed at NCESD 171 in Wenatchee. Serving 29 school districts in Chelan, Douglas, Grant and Okanogan Counties
Salary Range: \$84,411.00 - \$97,567.00 <i>Salary range dependent upon experience, days per year and expertise</i>	Conditions of work: 205 days per year, 8-hours/day - <i>exempt position</i>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district and building staff in supporting districts with Special Education and the MTSS Regional Implementation Specialist for 29 School Districts within our ESD region. This position will be part of a statewide network of support that includes the Director and Assistant Director of MTSS at OSPI. This position provides support in two capacities.

Supporting one district and schools' building capacity to implement and sustain MTSS in collaboration with other federal programs, aligned with district mission/vision. This specialist will provide training and coaching to district teams and staff to support their capacity in implementing a Multi-Tiered System of Support in their local schools. They will help districts implement MTSS with fidelity from tier one to identification of students with disabilities. This includes abiding to and building programming to improve student outcomes. This position is based in Wenatchee, Washington and is a three-year, non-continuing position.

Qualifications:

Required:

- Master's degree.
- Washington State Principal or Program Certification.
- Ability to develop and maintain positive relationships with colleagues and a variety of stakeholders, including school district and educational service district staff, researchers, and district and state policymakers.
- Experience teaching or presenting to adult audiences.
- Support the state's goals for student equity and social justice.
- Maintain the highest standard of personal, professional, and ethical conduct.

Preferred:

- Experience in implementing educational reform at the district, regional, or state level.
- Building and/or District Administrator experience.
- Support the state's goals for workforce diversity.
- Understanding of project development and management, task management, long-range planning, and program evaluation; strong organization, writing, and facilitation skills. Projects will include working with employees, contractors, support staff, division partners, and school and district personnel.
- Familiarity with districts within the ESD region.

Skills, Knowledge, and/or Abilities:

- This position may (depending on district schedule) be able to work remotely, but should reside within or be in close proximity (or be willing to relocate) to our ESD boundaries.
- Travel to districts and the ESD will be an essential part of this position.
- Position is housed within the ESD.
- Ability to work independently under broad organizational guidelines to achieve objectives.
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.

- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
- Demonstrated excellent verbal and written communication skills.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

Timeline:

Position opens: 4/14/2021

Open until filled with first screen at noon on 4/28/2021

Position begins September 1, 2021

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Engage as a member of statewide MTSS support network, collaborating across regions, maintaining consistency, supporting implementation fidelity, and assisting in development of content and processes.
- Carry out the mandates of the Washington State Legislature, State Board of Education, and the Washington State Office of Superintendent of Public Instruction (OSPI), as they relate to special services, and assist in the clarification and dissemination of LEA/ESD/OSPI information.
- Supervise special services staff, including professionals who provide related services.
- Serve as a special services resource consultant for all buildings and programs with regard to state and federal regulations.
- Assist local school districts in the appropriate use of designated special services personnel in their efforts to satisfy legal mandates.
- Provide supportive assistance to local district administrators in special services financing.
- Assist LEAs to provide services to children and youth with disabilities whose needs cannot be met by the local program (interdistrict cooperatives).
- Participate in local, regional and national meetings and on state special services task forces and committees.
- Provide technical support aligned with all Federal and State categorical program administration and implementation.
- Provide technical assistance to district teams, including readiness for implementation, action planning, alignment and prioritizing of needs.
- Provide training on MTSS to district and school teams.
- Present at state conferences, including MTSS Fest.
- Participate in the development and facilitation of statewide webinars to districts, schools, and other partners in coordination with the statewide network. Regularly disseminate information between OSPI and local partners, including ESD staff and school district personnel.
- Support ESD staff for alignment and consistency of support using the MTSS Framework.
- Collect, analyze, and share data related to training and technical assistance, implementation, and outcomes.
- Support districts in collecting and using data to inform training and implementation planning, including use of district capacity measures and school implementation measures.
- Support the collection and reporting of program outcomes to OSPI.
- Use program information to coordinate and support continuous improvement collaboration, communication, and professional learning.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.

- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)