

PLEASE CIRCULATE AND POST



State of Michigan Dept. of Education  
Michigan School for the Deaf

## JOB ANNOUNCEMENT

<b>POSITION:</b>	GECS Coordinator
<b>TERMS OF POSITION:</b>	2018-2019 School Year
<b>BARGAINING UNIT:</b>	None
<b>LOCATION:</b>	Michigan School for the Deaf Flint, Michigan
<b>HOURLY RATE:</b>	\$25.00 per hour
<b>EFFECTIVE DATE:</b>	ASAP thru end of 2018-2019 SY January 2019 thru June 14, 2019
<b>POSTING DATE:</b>	January 15, 2019 – January 22, 2019

### **GECS Coordinator** **{Genesee Education Consultant Service}** **Michigan School for the Deaf**

**This position is not a State of Michigan position; it is a Michigan School for the Deaf contracted position.**

This position is a 24/7 responsibility

#### **Duties:**

- Check email address and text messages for any call-ins. Employees have access to either text messages or voice mail for call-ins. Can arrange for coverage staff, the day or days before it is needed. No need to wait until that day to set up coverage.
- Once a call-in has been received begin to contact staff members from the on-call list to check if anyone is available to cover staff for the day. Keeping in mind the staff's experience is considered to cover staff. Not placing a first year new Aide with a student who has serious behavioral issues.
- Upon arriving at MSD begin supervising staff and being sure the staff is present and at their job site ready to work.
- Arranging coverage for staff who may arrive late (car trouble) with other staff that are present and can be pulled from their position for short-time for coverage.
- Supervising staff in performance of their duties.
- Check IEP list daily and arrange for substitute teachers to cover for those teachers who have IEP meetings. Using call-ins or prep time teachers for this coverage.
- Standing by classrooms to be sure that there is no gap between coverage by the teachers.
- Provide coverage for teachers during their PD times or meetings with administration or outside professionals.
- Working with Teachers and Administration in making any necessary changes to service being offered for a specific student and classroom by Aides.
- At times, cover for staff if necessary, wearing different hats for a short period (driver, substitute teacher).
- Assigning Aides for emergency 1:1s that may occur during the course of the school year.
- Calling in for staff coverage for staff who need to leave for emergencies or appointments.
- Providing the necessary training either by self or contractor to maintain staff's eligibility to work.
- Supervise and discipline where and when necessary.
- Responsible for keeping track of staff's time sheets and their accuracy then submitting to Business Office.
- Assist staff with difficult students (acting out) and providing support.

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- Constant contact with school administration with needs that arise on both sides.
- Evaluating staff in the course of their duties.
- Constant checking of emails for any last-minute coverage necessary.
- Need to be physically present on campus for ease of completing responsibilities.

### Oversee the contract staff placement and work performance per IEP requirements:

- Access and analyze daily vacancies and use independent judgement to fill open teacher aides, substitute teachers, Deaf Blind Interveners and other contract staff based on students' IEP language, staff credentials and certifications, and staff prior experience.
- Develop and administer the scheduling of needed staff replacements based on prior requested leave time.
- Review and approve leave requests, assess availability and appropriateness of replacement staff, and communicate replacement plans to contract staff, impacted teachers, School Principal and Campus Manager.
- Report daily staffing changes in daily staff tracking system, and export data to MSD Accounting staff.
- Review staff timekeeping reports for accuracy and work with Accounting staff to ensure accuracy and resolve discrepancies.
- Daily, analyze and make recommendations for placing one-on-one staff who have absent students into other classrooms based on the changing needs of teachers and students.
- Collect, consolidate and analyze contract staff annual evaluations that are completed by staff teachers and School Principal.
- Evaluate IEP data and recommend to the School Principal the need to create new contract staff position

### Minimum Qualifications:

- Associate Degree required; Bachelor's degree preferred.
- State of Michigan Substitute Permit for current school year
- State of Michigan Chauffeur License
- Applicants must exhibit the ability to communicate in American Sign Language Proficiency Instrument (ASLPI) rating of 3+ or above.

### Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Experience as a supervisor
- Experience working with deaf/hard of hearing or multi-disabled students
- ASL proficiency at 3+ or above as measured by the American Sign Language Proficiency Interview (ASLPI)

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Flint, Michigan  
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### COMMUNICATION SKILLS:

- 1) Strong ASL/English communication, public relation, and interpersonal skills.
- 2) Ability to write reports and correspondence consistent with the duties of this position.
- 3) Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- 4) Ability to read, analyze, and interpret information.
- 5) Ability to effectively present information and respond to questions, inquiries, and/or complaints.

### WORK HOURS:

40-hour week/Monday thru Thursday 6:00 a.m.-3:00 p.m., Fridays 6:00 a.m.-12:00 (Usually begin at 6:00 a.m. to give ample time to contact on-call staff for coverage); ½ hour lunch break.

### WORKING CONDITIONS:

Educational environment with extensive interaction with students. May be exposed to infectious diseases. Driving may also be a requirement.

### CERTIFICATION/TRAINING REQUIRED:

- CPR/First Aide Training
- CPI
- Drug Testing
- Fingerprint/Criminal Background

### Additional Requirements and Information:

The Michigan Department of Education/Michigan School for the Deaf will not hire and employ individuals who have been convicted of a "listed offense" pursuant to the School Safety Legislation Acts (Public Acts 129, 130, 131 and 138 of 2005). The "listed offense" are defined in the Sex Offenders Registration Act (Section 2 of Public Act 295 of 1994). Fingerprint records are required prior to being hired.

**HOW TO APPLY:** To be considered, applicants must apply through email to [breeds@michigan.gov](mailto:breeds@michigan.gov), fax to 810-257-1460 or mail/drop resumes to:

Ms. Sonia Breed, HR Liaison, Michigan School for the Deaf

Email: [BreedS@Michigan.gov](mailto:BreedS@Michigan.gov) • Telephone: 810-257-1449

Fax#: 810-257-1460

### Job listings at:

Michigan School for the Deaf website: <https://www.michiganschoolforthe deaf.org/employment-opportunities--225>

**APPLICATIONS WILL BE RECEIVED UNTIL POSITION IS FILLED.**

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