



## POSITION VACANCY

### Technical Assistance Monitor

The Gogebic-Ontonagon ISD seeks a Technical Assistance (TA) Monitor to lead federally mandated monitoring and compliance evaluations of all Special Education Programs and Services in Gogebic and Ontonagon Counties. The Michigan Department of Education (MDE) - Office of Special Education (OSE) requires ISDs, as subrecipients of IDEA funds, to establish a General Supervision Monitoring process to oversee member districts. The TA Monitor will lead and implement this work to ensure: 1) member districts know the requirements of IDEA, 2) verify effective implementation of IDEA, and 3) identify and support improvement in identified areas of need.

#### **Education and Experience:**

1. Master's Degree in Special Education or related field
2. A minimum of five (5) years experience in a related field of special education

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

1. Welcomes and actively seeks support to learn monitoring activities and compliance tasks
2. Working knowledge of IDEA, compliance procedures, and MARSE
3. Expertise in the area of IEP process and procedures
4. Previous experience training or presenting information to educators and administrators
  - a. Skills related to developing, planning, and providing professional development
  - b. One-to-one educator coaching experience
  - c. Able to work independently, problem-solve, and find solutions to challenging situations
  - d. Strong written and oral communication skills

#### **Essential Job Responsibilities:**

1. Participate in ongoing professional development and networking, requiring some travel.
2. Organize the progress and implementation of the [GOISD TA Cycle](#) for ISD Programs and LEAs.
3. Perform regulatory activities, including annual and ongoing monitoring, educational benefit reviews, complaint investigation, deviation requests, staff licensing and approvals, student counts, Section 53 reporting, facilitating due process hearings, mediations, and Independent Educational Evaluation requests.
4. Serve as the contact and coordinator for data systems like Catamaran, MSDS, and MiData.
5. Process progress reports for corrective action plans and respond with support as needed to address needs assessment objectives.
6. On-site district-level file reviews to support the correction of non-compliance tasks.
7. Conduct ongoing review and data analysis related to the Michigan Administrative Rules of Special Education (MARSE) requirements and the Individuals with Disabilities Act (IDEA).
8. Analyze compliance and quality of special education documents (e.g., REED, MET Report, IEP, Progress Monitoring, FBA).
9. Conduct Internal State Performance Plan (SPP) indicator reviews outside the state monitoring cycle to support compliance and best practices.
10. Provide data-driven targeted training and coaching (e.g., large group, 1:1, live virtual, recorded).
11. Lead an organized cohort for new special education staff & a professional network for all providers.

12. Function as a liaison with parents, school staff, community agencies, and professional organizations regarding special education issues.
13. Coordinate Parent Advisory Committee (PAC) activities as directed by the Director of Special Education.
14. Maintain professional competency/knowledge in special, vocational, and general education.
15. Assist with the coordination of MTSS efforts within our local schools.
16. Travel using a personal vehicle; mileage reimbursement.
17. Other responsibilities are assigned at the direction of the Director.

**Compensation:** The package includes benefits. The salary is based on years of experience and qualifications.

**Start Date:** August, 2024

**Reports to:** Director of Special Education

**Period of Employment:** 220-day contract; Full-Time; Option of Hybrid Onsite/Remote

**Employment Status:** Administrative, Non-union

**Supervisory Responsibilities:** No

Interested individuals should submit materials including, at a minimum, a resume, three letters of recommendation, copies of professional licenses, and transcripts to:

Tracy Franti  
Executive Assistant to the Superintendent  
Gogebic-Ontonagon Intermediate School District  
200 South Elm Street; PO Box 20  
Ewen, Michigan 49925

Electronic submissions can be emailed to [tfranti@goisd.org](mailto:tfranti@goisd.org)

**Date Posted: 6/27/24**

**Closing Date: Open until filled**

Questions regarding this position may be directed to Heidi Lauzon in the Special Education Department at [hlauzon@goisd.org](mailto:hlauzon@goisd.org) or 906-575-3438, ext. 300.

**The candidate for this position must pass a criminal background check and drug test before being recommended to the Board of Education.**

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