



Title: Early Childhood Special Education Teacher Consultant

FLSA: Exempt

Reports to: Director of Special Education

Updated: October 2026

Position Summary

The Early Childhood Special Education Teacher Consultant provides leadership, consultation, coaching, and technical assistance to support high-quality, inclusive programming for young children with disabilities. This position collaborates with staff, families, and community partners to support Child Find, evaluation and IEP processes, transitions, instructional practices, and compliance with IDEA, MARSE, and Michigan Department of Education requirements.

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

- Experience working with preschool-aged children with disabilities and knowledge of early childhood development, developmentally appropriate practices, and inclusive early childhood programming.
- Provide consultation, coaching, modeling, resources, and technical assistance to early childhood teachers, ancillary staff, paraprofessionals, and other educational personnel serving young children with disabilities.
- Support Child Find activities for children ages 0-5 and coordinate and participate in referrals, multidisciplinary evaluations, eligibility determination, and IFSP and IEP development in accordance with IDEA, MARSE, District procedures, and applicable timelines.
- Coordinate and support transition activities for children moving from Early On/Part C services into preschool special education/Part B services and from preschool programming into kindergarten.
- Provide consultation and technical assistance related to ECSE Service (1755) models, including support for development of program/service calendars consistent with applicable state and federal requirements.
- Collaborate with local district teachers and administration along with COPESD staff to support high-quality ECSE services in an inclusive educational setting.
- Consult with general education staff regarding MTSS processes and support for young children experiencing developmental, behavioral, social-emotional, or educational concerns.
- Assist educational teams in identifying and implementing appropriate special education programs, services, accommodations, supplementary aids and services, instructional strategies, behavioral support, and inclusive opportunities based on individual student needs.
- Communicate relevant updates regarding special education requirements, District procedures, COPESD guidance, and early childhood special education practices; provide professional learning to ECSE staff as appropriate.
- Collaborate with families, Early On personnel, community preschool providers, local school districts, and other appropriate agencies throughout referral, evaluation, IEP, transition, and service-delivery processes. Support ECSE parent communication and education activities.
- Serve as a resource to families regarding early childhood special education programs, services, transitions, and community resources.
- Demonstrate knowledge of IDEA Part C and Michigan Early On requirements and provide case management for eligible infants and toddlers, including service coordination, family-centered planning, transition activities, and collaboration with families, providers, and community partners to ensure timely and compliant delivery of Early On services.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Must possess a valid Michigan teaching certificate and meet Michigan Department of Education requirements for an approved or endorsed Early Childhood Special Education teacher. Must possess a master's degree in education or a field of study related to special education and meet the requirements for Michigan Department of Education Teacher Consultant Full Approval, including applicable requirements under MARSE R 340.1782 and R 340.1790.

Experience: A minimum of 3-5 years of satisfactory teaching experience working with early childhood students in an inclusive educational setting, preferably with not less than 2 years of teaching in a special education program.

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Ability to effectively manage multiple tasks to meet deadlines.
4. Ability to work as part of a highly motivated, interdisciplinary team.
5. Ability to consistently and reliably perform all duties of the position.
6. Collaborate with Northeast Michigan Community Service Agency (NEMCSA), Local Education Agencies (LEA) and COPESD staff to support identified needs of students.
7. Coordinate and facilitate Infant Family Service Plan (IFSP) and Individual Education Plan (IEP) Meetings.
8. Timely, regular and consistent daily attendance is required.

Terms of Employment

Annual Work Days: 183 days/1281 hours

Salary Scale: In accordance with the Professional Staff Contract Agreement on [COPESD website](#)

Application Deadline: October 30, 2026 (or until filled)

Application Procedure: Qualified Applicants may apply in **hard copy or email** with a Resume, Application (found on the COPESD website), Transcripts and Credentials to:

Mrs. Kristi Williams, Director of Special Education
COPESD
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: williamsk@opesd.org

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in professional staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Professional Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.