

Newaygo County Regional Educational Service Agency  
Annual Website Report

December 2009

## **Introduction**

The Newaygo County Regional Educational Service Agency (NC RESA) Annual 2009 Website Report provides an opportunity for the NC RESA to communicate with our community and report how we utilize the resources provided to us. Our spending decisions support our commitment to our mission of **SERVICE—Support Education Responsibly** through **Visionary, Innovative, and Cooperative Efforts**.

The NC RESA programs and services represent strategies designed to accomplish three strategic goals which operationalize the mission:

- GOAL I All preschool age children will enter school ready to learn.
- GOAL II All K-12 students will demonstrate proficiency by meeting local/state/federal assessment standards.
- GOAL III All post-secondary students will demonstrate self-sufficiency through the attainment of gainful employment, participation in post-secondary education or career-technical training.

NC RESA partners with other service and educational agencies throughout West Michigan to maximize our impact and promote effective use of resources. The NC RESA is governed by a local school board selected by constituent district boards of education.

If you simply review the data in this report you have just scratched the surface of the services provided by the NC RESA. We invite you to learn more by visiting our website at [www.ncresa.org](http://www.ncresa.org). We encourage you to visit the website pages of our Early Childhood Services, Career-Tech Services and Center (NCCTC), Learning Services, Technology Services (NCATS), and Special Education Services. If you have further questions, please direct your questions to Dr. Lori Tubbergen Clark, NC RESA Superintendent at 231-924-8854 or e-mail [lclark@ncresa.org](mailto:lclark@ncresa.org).

### **Overview**

Michigan Public Act 413 of 2004 amended the *Revised School Code* by adding section 620, which requires each intermediate school district to post information on its website by December 31 of each year beginning in 2006. The following is a list of the information that is required to be included in the report with adjusted base amounts:

- a. General Information – budget, pupils, employees, constituent districts and schools
- b. Travel Information – for school board members or administrators in excess of \$3,428
- c. Contracts – in excess of \$100,000, not competitively bid in excess of \$25,000 or one in which a board member, administrator or family member of either had a known monetary interest
- d. Contract Modifications – modifications made to contracts reported in item c. above
- e. Employee Compensation – total annual monetary value for employees in top 3%
- f. Fiber Optic or Cable Equipment and Operating System Software for Fiber Optic/Cable Equipment Network – total costs and sources
- g. Public Relations, Polling, Lobbying and Legal – payments to non-employees
- h. IRS Tax Form 1099s – issued to non-employees paid in excess of \$25,000
- i. Certain ISD Expenditures – amount and percentage of administrative, public relations, polling, lobbying and legal services
- j. Motor Vehicles – list and purpose of vehicles weighing 7500 pounds or less owned or leased

**A. General Information (620(1)(a); 620(10)(c)**

The NC RESA provides support for all public and non-public schools that operate within Newaygo County. There are 57 Intermediate School Districts (ISDs) or Regional Educational Service Agencies (RESAs) in the State of Michigan – no two are exactly alike. Each ISD/RESA gears its services to the specific needs of its constituent school districts. These services may include educational leadership, monitoring, and a variety of programs and services in the areas of general education, career and technical education, special education, technology and business. The following provides a list of some of the programs/services that represent the strategies NC RESA divisions use to realize the goals listed in the Introduction:

Early Childhood Education – Parents as Teachers, Great Parents/Great Start, Even Start, Preschool Classrooms, Child Care, Early On

Learning Services – Curriculum & Professional Development, Advanced & Accelerated Programs, Electronic Instructional Management, School Improvement, College Dual Enrollment Classes, Fit for the Future, Kids Hope

Special Education Services – Ancillary Services Speech/Occupational/Physical Therapy, School Psychology & Social Work, Autism Consultant, Special Education Classrooms, Transition Services, Monitoring and Compliance

Career-Tech Services – 14 Career Center Programs, Career Development, Work Study, Summer Internship Program, Job Survivor, NCCTC Follow-up and Job Placement

Technology Services - Newaygo County Advanced Technology Services (data, voice, and video), Internet Service Provider (ISP) – Dial-in & Wireless Internet, Technical Support and Service

Pupil FTE's (Full Time Equivalent)

NC RESA provides services to the Big Jackson, Fremont, Grant, Hesperia, Newaygo, and White Cloud public school districts. The total number of (K-12) student FTE's enrolled in the NC RESA service area is 8935.

Constituent Districts, Public School Academies, Non-public Schools

Most of the students within the NC RESA service area attend six constituent public school districts (Big Jackson, Fremont, Grant, Hesperia, Newaygo, and White Cloud). In addition, there are four non-public schools within the NC RESA service area that are registered with the Michigan Department of Education.

NC RESA Employees

The employees of the NC RESA are qualified professionals committed to the mission and exhibit a commitment to excellence and efficiency. NC RESA staff include:

- Early Childhood, Career-Tech and Special Education teachers and assistants
- Special Education ancillary staff including psychologists, speech therapists, occupational therapists, physical therapists, social workers, autism consultants and other specialized personnel
- Curriculum and professional development consultants
- Technology support staff
- Maintenance and custodial staff
- Secretarial and administrative assistants
- Substitute teachers and assistants

- Administrative staff and program specialists
- Employment services specialists

The total number of people employed by NC RESA is 329.

2008-2009 Revenues, Expenditures and Total Dollars Distributed

During the 2008-09 school year, the NC RESA received \$21,127,001 from multiple sources to be used to accomplish state-mandated obligations and provide services to the local school districts. The NC RESA expended \$19,522,654, within the parameters of its budget approved by the Board of Education. As a part of the total expenditures the NC RESA distributed \$2,328,073 to local school districts to help pay for locally operated programs and services.

**B. Travel Information (620(1)(b); 620(2); 620(9))**

The NC RESA mission encourages staff to seek out best practices, gain broad educational perspectives, and gain knowledge that reflects the latest trends, innovations, and challenges. NC RESA staff members train and guide local teachers, principals, and other school staff who interact with almost 9,000 students attending our public and non-public schools. Maintaining this level of expertise requires travel to conferences and trainings. Most leadership and consultant positions at the NC RESA require travel, both within the area and throughout the Michigan. The NC RESA ensures accountability through school board approval of all out-of-state travel.

During the 2008-09 school year, no NC RESA board member incurred more than \$3,428 in travel expenses (including airfare, lodging, car rental and meals).

During the 2008-09 school year, Lori Tubbergen Clark, Superintendent incurred the following travel expenses:

Total Air Fare	\$ 484.00	Total Overnight Lodging	\$2,882.43
Total Car Rental	\$1,057.73	Total Meals	\$435.71

To attend the following conferences/trainings:

Michigan Association of Intermediate School Administrators Conference from September 24 – 26, 2008 in Traverse City, Michigan

Michigan Association of Intermediate School Administrators Fall Meeting from October 30 – 31, 2008 in Michigan

National School Board Conference from December 2 – 7, 2008 in Arizona

Michigan Nonprofit Association Mini-Conference on February 2, 2009 in Michigan

Michigan Nonprofit Association Spring Conference from March 12 – 13, 2009 in Michigan

**C. Contract Information (620(1)(c); 620(3), 620(5), 620(10)(a)(b))**

**NC RESA Guidelines for Competitive Bids**

Each year the State of Michigan Department of Education defines what expenditures for remodeling, procurement of supplies, materials, and equipment must be competitively bid by school districts. Sections 623a, 1267, and 1274 of the *Revised School Code* establish a base above which competitive bids must be obtained and provide for an increase in the base that corresponds with increases in the Consumer Price Index. For the 2008-09 fiscal year, all expenditures covered by Section 1267 that exceeded \$20,959 and all

expenditures covered under Sections 623a and 1274 that exceeded \$20,488 were required to be competitively bid.

How Competitive Bids Work:

When an item is competitively bid, a Request for Proposal (RFP) is created that includes detailed bid specifications and a deadline to submit a proposal. Proposal request forms are available in the NC RESA Business Office and the RFP is advertised in the local newspapers and posted on the NC RESA and State of Michigan websites.

The NC RESA practices and policy for purchases in compliance with the limits set by the State of Michigan Department of Education is as follows:

For purchases expected to exceed \$20,959 at least three competitive bids from qualified vendors are required. The results of the bidding process along with an administrative recommendation to purchase are presented to the Board of Education for approval. The Board of Education acts in the best interest of NC RESA in awarding the bid. Whenever possible, local vendors are given an opportunity to participate in the competitive bid process.

During the 2008-09 school fiscal year the NC RESA did not engage in a contract in excess of \$100,000 that was competitively bid.

The following is a list of contracts, signed by the NC RESA Superintendent, not competitively bid in excess of \$25,000 with agencies that provided specialized services. NC RESA staff did receive an hourly price quote that was compared to quotes sought and received from comparative service providers:

- CSM Services was contracted to provide cleaning and maintenance services. The amount paid throughout the 2008-09 school fiscal year was \$122,468.

- PCMI West was contracted to provide various positions Agency wide. The amount paid throughout the 2008-09 school fiscal year was \$380,364.
- Baldwin Family Health Care was contracted to provide early childhood and parent education services to families in Newaygo County. The amount paid throughout the 2008-09 school fiscal year was \$93,815.
- Continu-Care of GMHS Care was contracted to provide early childhood and parent education services to families in Newaygo County. The amount paid throughout the 2008-09 school fiscal year was \$164,011.
- District Health Department #10 was contracted to provide early childhood and parent education services to families in Newaygo County. The amount paid throughout the 2008-09 school fiscal year was \$81,968.
- Special Education Consultants was contracted to provide services for students with autism. The amount paid throughout the 2008-09 school fiscal year was \$71,751.

The preceding list is exclusive of individuals reported receiving an IRS Form 1099 in Section H of this document. The NC RESA has not entered into a contract with an entity in which a board member, administrator or family member of either had a known monetary interest.

**D. Contract Modification Information (620(1)(d); 620(3))**

During the 2008-09 fiscal year there were no requests for modifications to contracts awarded by the NC RESA.

**E. Salary, Expense Account, and Supplemental Compensation Information  
(620(1)(e); 620(4))**

Due to the detail of this section the information is presented in Section K.

**F. Fiber Optic/Cable Equipment and Operating System Software for Fiber Optic/Cable Equipment Networks (620(1)(f))**

NC RESA supports technology through the Newaygo County Advanced Technology Services (NCATS). NCATS oversees, operates, and maintains nearly 60 miles of backbone fiber optic cable that connects all five cities within Newaygo County. This cable is used to support voice, video, and data networks. In addition to the backbone, an additional 15 miles of fiber is maintained that links all buildings of each local school district, several city government buildings and fire departments, the Newaygo County administrative complex, Community Mental Health, the Fremont Area Community Foundation, and three wireless telecommunication towers. This network was originally constructed in 1995 and funded through local foundation grants. Neither special education nor vocational education funds were used to establish the network.

**Expenses Related to Fiber Repair:**

Moves, changes, and damage to Consumers Energy utility poles resulted in expenses to the NC RESA in the amount of \$18,264 this year. A portion of these costs are divided by six (6) and charged back to the five local public school districts. In addition, repairs for breakage due to shot guns, vehicle accidents, and/or farm machinery are repaired and billed back to the offending party if possible. The two companies that provide fiber optic repair services are Consumers Energy and Turn Key Systems of Grand Rapids, Michigan. Consumers Power was paid \$3,747 during the 2008-09 school year to attach the fiber to their utility poles. Turn-Key Systems was paid \$14,516 for repairs.

Hardware that supports the data, voice, or video traffic (routers, switches, and hubs) is the responsibility of NC RESA and each local district or partner. The NC RESA may purchase replacement hardware and bill local districts for the cost. Hardware that supports the internal NC RESA network is replaced and paid for by NCATS. Monthly billings by NCATS recover these expenses from the department, local district, or partner requesting or needing the hardware. For 2008-09 school year NCATS purchased \$4,714 of hardware for replacement or repair. Vendors providing hardware were Dell, EBAY, CISCO Systems, and Network Liquidators.

Expenses for Software:

All of the NC RESA servers used to support the network services running across the fiber use Microsoft Server 2003. This is purchased from the State of Michigan REMC bid list. During most of the 2008-09 fiscal year, the contract was held by Educational Resources. This contract allows the NC RESA to purchase most Microsoft software at 10% of commercial rates (90% discount). The cost of the server software purchased was approximately \$652. This amount does not include the software that supports the individual desktop/laptop computers within the district or application software running on the fiber optic network

Total Fiber Optic Expenditures

During the 2008-09 school year the total amount expended to maintain the fiber optic network was \$23,630. All expenses were paid through the NCATS Enterprise Fund.

**G. Public Relations, Polling, Lobbying, and Legal Services (620(1)(g))**

The 57 ISDs/RESAs were created by the legislature in 1962 to bring about quality and equitable educational opportunities to students and schools throughout the State. Public

education is funded and regulated by the state and federal government. It is necessary to fund activities that promote public accountability, research, and government communications. Since it is publicly funded the NC RESA is responsible for communicating available programs and services to the schools and community.

### Public Relations

In the course of serving customers it is necessary to advertise a program or publish notices of public meetings, competitive bids and advertise employment openings. During the 2008-09 school year NC RESA incurred costs and paid invoices for advertising, promotion and public relations as follows:

- Times Indicator - \$3,680.25
- Hi Lites - \$9,396.43
- Grant High School Yearbook - \$250.00
- Fremont High School Yearbook - \$400.00
- Hesperia High School Yearbook - \$300.00
- Newaygo Public Schools Yearbook - \$295.00
- White Cloud Public Schools Yearbook - \$225.00
- Booth Papers - \$3,908.93
- Awards and More - \$282.80
- Fremont Area Chamber Of Commerce - \$657.00

### Polling and Lobbying Services

During the 2008-09 school year there were no outside expenditures for polling or lobbying services for NC RESA.

### Legal Fees

Like any company, legal advice and representation are required in the normal course of business. Legal counsel is often used as contractual documents are being drafted and reviewed, in contracting personnel, addressing human resource matters, protecting NC RESA property, and assuring compliance with the laws of Michigan. Many of the issues that require the need for legal counsel are areas that are highly specialized, and directly related to education statutes. These specialized areas of expertise often fall outside of the expertise of local general law practitioners.

In the 2008-09 school fiscal year the NC RESA incurred and paid invoices for legal fees as follows:

- Clark Hill Law Office - \$12,564.82
- LaPointe & Associates - \$3,044.81
- Warner Norcross & Judd LLP - \$500.00
- Thrun Law Firm PC - \$1,100.00
- Myers Nelson Dillon & Shierk PLLC - \$3,850.00
- Britton & Bossenbroek PLC - \$7,932.78
- Harvey Kruse- \$43,547.11

These fees were incurred at the direction of the superintendent and in accordance with the policies of the NC RESA.

**H. IRS Tax Form 1099's In Excess of \$25,000 (620 (1)(h))**

Cost savings can often be realized by contracting with individuals for limited, specialized projects. For calendar year 2008, the NC RESA issued an IRS 1099 for services that exceeded \$25,000 to the following individuals:

- Karen Milbourne was contracted to provide Occupational Therapy services to special education students. The amount reported on IRS Form 1099 for tax year 2008 was \$56,607.42.
- Rockford Files LLC was contracted to provide computer programming services to support the computerized Curriculum Management System for Learning Services support to preK-12 instruction. The amount reported on IRS Form 1099 for tax year 2008 was \$30,485.00.
- Rene Sundquist was contracted to provide therapy and evaluation for special needs students. The amount reported on the IRS Form 1099 for tax year 2008 was \$42,700.00.
- Kathy Fleet was contracted to provide early literacy training and support to teachers. The amount reported on the IRS Form 1099 for tax year 2008 was \$26,362.00.

**I. Certain ISD Expenditures (620(1)(i))**

In 2008-09 NC RESA administrative expenses totaled \$922,983.61. These costs accounted for 4.73% of the total NC RESA expenses. In addition, during the 2008-09 school year, NC RESA expenses for public relations, polling, lobbying, and legal services totaled \$74,877.92. These costs accounted for .38% of the total NC RESA expenditures.

**J. Motor Vehicle Expenses (620(1)(j))**

The NC RESA serves multiple school districts and operates programs across Newaygo County and throughout West Michigan. Therefore, it is more efficient and cost effective to provide vehicles for specific transportation needs. The NC RESA owns and maintains a

2007 Chevy Uplander van, a 1995 Dodge Caravan minivan, a 1996 Dodge Caravan minivan, a 2002 Ford Windstar minivan, a 2004 Chrysler Town and Country minivan, a 2000 Chevy Malibu, and a 1996 Chevy S-10 small pick-up truck to aid our employees in operating programs and providing services at 20 sites within the county and across the region. These vehicles are used to transport students for work study, community-based instruction and for NC RESA staff use for work related activities. The NC RESA also owns and maintains a 1990 Dodge Ram 350 maxi van, a 2000 Dodge Ram 1500 cargo van, two 2002 Dodge Ram 1500 cargo vans, a 1996 Ford F-150 pick-up truck, a 2003 Ford 550 Super Duty truck, a 2001 Dodge Ram 250 pick-up truck, and a 1999 Chevy Astro van. These vehicles are used to transport large packages, supplies, paper, maintenance and technology equipment/ materials between the NC RESA campus in Fremont and other NC RESA sites in Fremont, Grant, Hesperia, Newaygo, and White Cloud. In addition, the NC RESA owns a 2002 Monte Carlo that is used for administrative travel.

**K. (E.) Salary, Expense Account, and Supplemental Compensation Information**  
**(620(1) (e); 620(4))**

All employees of the NC RESA are classified by position. All classifications are established according to the demands of the position, level of responsibility, job functions performed, credentials and skills. Each classification falls into at least one established salary schedule, which takes into account such factors as seniority in position or in similar positions, comparison to similar jobs elsewhere in the community or comparable RESA organizations, cost of living factors, etc. Employees whose compensation package including reimbursed expenses are within the top 3% of the agency salaries are listed on the following pages. These individuals and others of the leadership team are responsible

for the operation of the NC RESA. They supervise 329 staff and manage a budget in excess of \$19 million that funds programs and services at 20 sites serving more than 70,000 customers.

## SUPERINTENDENT - JOB DESCRIPTION

### General Function

The Superintendent shall be the chief executive officer of the Board. As chief executive officer, the Superintendent shall be directly accountable to the Board for the total administration of the Agency. Further, the Superintendent shall be responsible for the efficient operation of the Agency. The Superintendent shall also exercise those duties which are mandated by the statutes of Michigan School Laws, and those which are specifically designated in the rules and regulations of the Michigan Department of Education and of the Newaygo County Regional Educational Service Agency.

The Superintendent may delegate to other Agency personnel, to the extent of adequate fulfillment, some of the responsibilities along with the necessary authority to ensure their fulfillment, but cannot relinquish the overall responsibility for results or accountability.

### Qualifications

- Shall have the general qualifications of a teacher in the State of Michigan and meet the certification requirements of the Michigan Department of Education for administrators.
- Shall have an earned Masters Degree or higher from an accredited university, plus additional graduate hours in educational administration. Although a doctorate degree is not required, work towards the degree is considered desirable.

- Shall have at least ten (10) years of successful experience, which shall include a combination of at least two (2) out of the following three (3) areas: teaching, supervision, or administration.

#### Essential Duties and Authority

The Superintendent shall have all powers, duties and responsibilities specified in the State law and Board of Education policies including, but not limited to the following:

- A. Shall oversee the establishment and maintenance of any educational plans (as may be required by law) consistent with goals established by the Board.
- B. Shall oversee the analysis/evaluation of instructional program development as it pertains to goals established by the Board.
- C. Shall be present (if physically able) at all meetings of the Board of Education and shall serve as the Board's major counselor on educational matters.
- D. Recommend policy adoptions/amendments as necessary and inform board members of associated administrative regulations. Ensure that the operation of the Agency complies with board bylaws/policies and State laws and regulations.
- E. Shall exercise general supervision over each of the individual schools or administrative units in the Agency, ensuring proper implementation of instruction as it applies to each program and ensuring the efficient use of agency resources in the daily operations of the Agency.
- F. Shall exercise general supervision over all employees, both certified and non-certified, and shall have the right, within the provisions of the law and the Rule and Regulations of the Board of Education and employee master contracts, to nominate, assign, transfer, suspend and terminate all employees (provided; that all

appointments and transfers involving a change in rank or salary classification shall not become effective until approved by the Board).

- G. Shall recommend in writing employment of all staff and present personnel employment status reports to the Board as needed.
- H. Shall work cooperatively with constituent districts, parents, community groups and other organizations concerned with the operation of the Agency and its programs.
- I. Shall strive toward the highest standards of personal conduct.
- J. Shall perform such additional duties and exercise such additional authority as may be required or conferred upon him/her by law or by action of the Board.

#### Relationships

The Superintendent shall participate in the following relationships:

- A. Board of Education - The Superintendent is accountable to the Board for the fulfillment of all job duties.
- B. Community - The Superintendent shall represent the Agency before the public and the constituent school districts. He/she shall maintain, both within and outside the schools, such public presence as may best serve to foster cooperation and understanding for the improvement of education throughout the area.

#### Language Skills

The Superintendent shall have:

1. The ability to read, analyze, and interpret documents.
2. The ability to respond to common inquiries of complaints from customers, regulatory agencies, or members of the business community.
3. The ability to write speeches and articles for publication that conform to prescribed style and format.

4. The ability to effectively present information to top management, public groups, and/or boards of directors.

#### Mathematical Skills

The Superintendent shall have the ability to work with mathematical concepts.

#### Reasoning Ability

The Superintendent shall have:

1. The ability to define problems, collect data, establish facts, and draw valid conclusions.
2. The ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

#### Other Skills and Abilities

The Superintendent must be able to speak on demand to large groups of people and must be able to transport between schools buildings, districts and cities. The Superintendent shall have:

1. The ability to apply knowledge of current research and theory in a specific field.
2. The ability to establish and maintain effective working relationships with students, staff and the school community.
3. The ability to communicate clearly and concisely both in oral and written communication.
4. The ability to perform duties with awareness of all district requirements and Board policies.

#### Physical Demands

The Superintendent must be physically able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Superintendent Salary \$122,520

Superintendent Expense Account \$825

Superintendent Reimbursed Expenses \$0

Superintendent Supplemental Compensation \$12,252 (Employer Paid 403(b))

## SPECIAL EDUCATION DIRECTOR - JOB DESCRIPTION

### General Function

The Director of Special Education Services shall be responsible for leading the Agency's efforts in providing quality special education services to the Newaygo County community to ensure the realization of the mission of the NC RESA. The Director shall be responsible for the development and implementation of the NC RESA Special Education Plan for the delivery of Special Education Programs and services within the NC RESA.

### Preferred Qualifications

- Master's Degree with extensive successful teaching and leadership experience.
- Extensive knowledge of assigned function area programs and services.
- Demonstrated success in customer service and teamwork.
- Excellent human and public relations skills.
- Demonstrated success in developing and implementing innovative programs.

### Essential Duties

Essential duties shall include, but are not limited to:

- A. Personnel – Conduct appropriate recruitment, supervision, and evaluation activities to ensure highly qualified personnel and effective staff performance.
- B. Finance – Develop and manage the operating budget for assigned function area.
- C. Facility Administration – Oversee daily facility functions and coordinate with the Physical Plant Manager regarding issues related to building and grounds.
- D. Program – Direct program development, operation, and evaluation for assigned function area.
- E. Planning – Direct appropriate planning activities for assigned function area.
- F. Grants – Seek new grant opportunities and perform necessary grant management functions.
- G. Curriculum – Direct the development of an adequate design and supervise the effective delivery of the written, taught, and tested curriculum for assigned function area.
- H. Public Relations – Direct awareness and promotional activities for assigned function area.
- I. Advisory Committees – Establish and maintain an appropriate advisory committee structure.

- J. Liaison – Maintain appropriate local, regional, and state interagency relationships.
- K. Staff Development – Direct ongoing staff development for assigned function area staff.
- L. Act as a resource, if needed, to the general public and visitors to the NC RESA.
- M. Possess knowledge of NC RESA’s organization, mission, and philosophy.
- N. Perform other duties deemed appropriate by the Superintendent.

Relationships and Other Duties

The Director shall be directly responsible to the Superintendent, and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- A. adherence to and enforcement of agency policies and administrative regulations,
- B. performance resulting in quality outcomes,
- C. performance resulting in internal and external consumer satisfaction,
- D. continuous personal and professional improvement and development,
- E. positive interpersonal relationships with colleagues and consumers,
- F. continuously improving performance through internal and external evaluation, and
- G. exhibiting the mental/physical ability and stamina to meet essential duties of position.

Other Required Skills

- A. Must be able to communicate effectively (language skills).
- B. Must have the ability to work with mathematical concepts (mathematical skills).
- C. Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- D. Must be physically able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

General office setting; the noise level in this position varies.

### Terms of Employment

- contracted employee (exempt)
- 12 months per year; 8 hours per day
- position covered under Administrative Regulation 6000A
- evaluated annually by the Superintendent

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Director of Special Education Salary \$98,248

Director of Special Education Expense Account \$825

Director of Special Education Reimbursed Expenses \$0

Director of Special Education Supplemental Compensation \$0

### DIRECTOR OF CAREER AND TECHNICAL EDUCATION SERVICES - JOB

#### DESCRIPTION

##### General Function

The Director of Career and Technical Education Services shall be responsible for leading the Agency's efforts in providing quality career and technical education services to the Newaygo County community to ensure the realization of the mission of the Newaygo County RESA. The Director shall be responsible for the operation of the Newaygo County Career-Tech Center and the provision of related Career and Technical Education services.

### Preferred Qualifications

- Master's Degree with extensive successful teaching and leadership experience.
- Extensive knowledge of assigned function area programs and services.
- Demonstrated success in customer service and teamwork.
- Excellent human and public relations skills.
- Demonstrated success in developing and implementing innovative programs.

### Essential Duties

Essential duties include, but are not limited to:

- A. Personnel – Conduct appropriate recruitment, supervision, and evaluation activities to ensure highly qualified personnel and effective staff performance.
- B. Finance – Develop and manage the operating budget for assigned function area.
- C. Facility Administration – Oversee daily facility functions and coordinate with the Physical Plant Manager regarding issues related to building and grounds.
- D. Program – Direct program development, operation, and evaluation for assigned function area.
- E. Planning – Direct appropriate planning activities for assigned function area.
- F. Grants – Seek new grant opportunities and perform necessary grant management functions.
- G. Curriculum – Direct the development of an adequate design and supervise the effective delivery of the written, taught, and tested curriculum for assigned function area.
- H. Public Relations – Direct awareness and promotional activities for assigned function area.
- I. Advisory Committees – Establish and maintain an appropriate advisory committee structure.

- J. Liaison – Maintain appropriate local, regional, and state interagency relationships.
- K. Staff Development – Direct ongoing staff development for assigned function area staff.
- L. Act as a resource, if needed, to the general public and visitors to the NC RESA.
- M. Possess knowledge of NC RESA’s organization, mission, and philosophy.
- N. Perform other duties deemed appropriate by the Superintendent.

Relationships and Other Duties

The Director shall be directly responsible to the Superintendent, and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- A. adherence to and enforcement of agency policies and administrative regulations,
- B. performance resulting in quality outcomes,
- C. performance resulting in internal and external consumer satisfaction,
- D. continuous personal and professional improvement and development,
- E. positive interpersonal relationships with colleagues and consumers,
- F. continuously improving performance through internal and external evaluation, and
- G. exhibiting the mental/physical ability and stamina to meet essential duties of position.

Other Required Skills

- A. Must be able to communicate effectively (language skills).
- B. Must have the ability to work with mathematical concepts (mathematical skills).
- C. Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- D. Must be physically able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

General office setting; the noise level in this position varies.

### Terms of Employment

- contracted employee (exempt)
- 12 months per year; 8 hours per day
- position covered under Administrative Regulation 6000A
- evaluated annually by the Superintendent

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Director of Career and Technical Education Salary \$98,248

Director of Career and Technical Education Expense Account \$825

Director of Career and Technical Education Reimbursed Expenses \$0

Director of Career and Technical Education Supplemental Compensation \$0

### DIRECTOR OF TECHNOLOGY SERVICES - JOB DESCRIPTION

#### General Function

The Director of Technology Services shall be responsible for leading the Agency's efforts in providing quality technology services to the Newaygo County community to ensure the realization of the mission of the Newaygo County Regional Educational Service Agency.

The Director shall be responsible for the provision of data, voice, and video services offered through the Newaygo County Advanced Technology System (NCATS) designed to support the effective use of technology within Newaygo County.

### Preferred Qualifications

- Master's Degree with extensive successful teaching and leadership experience.
- Extensive knowledge of assigned function area programs and services.
- Demonstrate success in customer service and teamwork.
- Excellent human and public relations skills.
- Demonstrate success in developing and implementing innovative programs.

### Essential Duties

Essential duties shall include, but not be limited to:

- A. Personnel – Conduct appropriate recruitment, supervision, and evaluation activities to ensure highly qualified personnel and effective staff performance.
- B. Finance – Develop and manage the operating budget for assigned function area.
- C. Facility Administration – Oversee daily facility functions and coordinate with the Physical Plant Manager regarding issues related to building and grounds.
- D. Program – Direct program development, operation, and evaluation for assigned function area.
- E. Planning – Direct appropriate planning activities for assigned function area.
- F. Grants – Seek new grant opportunities and perform necessary grant management functions.
- G. Curriculum – Direct the development of an adequate design and supervise the effective delivery of the written, taught, and tested curriculum for assigned function area.
- H. Public Relations – Direct awareness and promotional activities for assigned function area.
- I. Advisory Committees – Establish and maintain an appropriate advisory committee structure.

- J. Liaison – Maintain appropriate local, regional, and state interagency relationships.
- K. Staff Development – Direct ongoing staff development for assigned function area staff.
- L. Act as a resource, if needed to the general public and visitors to the NC RESA.
- M. Possess knowledge of NC RESA’s organization, mission, and philosophy.
- N. Perform other duties deemed appropriate by the Superintendent.

Relationships and Other Duties

The Director shall be directly accountable to the Superintendent, and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- A. adherence to and enforcement of agency policies and administrative regulations,
- B. performance resulting in quality outcomes,
- C. performance resulting in internal and external consumer satisfaction,
- D. continuous personal and professional improvement and development,
- E. positive interpersonal relationships with colleagues and consumers,
- F. continuously improving performance through internal and external evaluation, and
- G. exhibiting the mental/physical ability and stamina to meet essential duties of the position.

Other Required Skills

- A. Must be able to communicate effectively (language skills).
- B. Must have the ability to work with mathematical concepts (mathematical skills).
- C. Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- D. Must be physical able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Work Environment

General office setting; the noise level in this position varies.

### Terms of Employment

- contracted employee (exempt)
- 12 months per year, 8 hours per day
- position covered under Administrative Regulation 6000A
- evaluated annually by the Superintendent

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Director of Technology Services Salary \$98,248

Director of Technology Services Expense Account \$825

Director of Technology Services Reimbursed Expenses \$0

Director of Technology Services Supplemental Compensation \$0

## ASSISTANT DIRECTOR OF CAREER AND TECHNICAL EDUCATION SERVICES – JOB

### DESCRIPTION

#### General Function

The Assistant Director of Career-Tech Center shall be responsible for assisting the Director of Career and Technical Education Services in leading NC RESA efforts in providing quality Career and Technical Education services to the Newaygo County community to ensure the realization of the mission of the Newaygo County RESA. The Assistant Director shall be responsible for assisting in the operation of the Newaygo

County Career-Tech Center and the provision of related Career and Technical Education services.

### Preferred Qualifications

- Master's Degree with extensive successful teaching and leadership experience,
- Extensive knowledge of assigned function area programs and services,
- Demonstrated success in customer service and teamwork,
- Excellent human and public relations skills, and
- Demonstrated success in developing and implementing innovative programs.

Essential duties include, but are not limited to:

- Personnel – Assist in the recruitment, supervision, and evaluation activities to ensure highly qualified personnel and effective staff performance.
- Finance – Assist in the development and management of the operating budget for assigned function area.
- Facility Administration – Assist in the oversight of daily facility functions and coordinate with the Physical Plant Manager regarding issues related to building and grounds.
- Program – Assist in program development, operation, and evaluation for assigned function area.
- Planning – Assist in appropriate planning activities for assigned function area.
- Grants – Assist in seeking new grant opportunities and perform necessary grant management functions.
- Curriculum – Assist in the development of an adequate design and supervise the effective delivery of the written, taught, and tested curriculum for assigned function area.

- Public Relations – Carry-out awareness and promotional activities for assigned function area.
- Advisory Committees – Assist in the establishment and maintenance of an appropriate advisory committee structure.
- Liaison – Maintain appropriate local, regional, and state interagency relationships.
- Staff Development – Assist in the ongoing staff development for assigned function area staff.
- Act as a resource, if needed, to employees, student and the general public and visitors to the NC RESA.
- Possess knowledge of NC RESA's organization, mission, and philosophy.
- Perform other duties deemed appropriate by the Deputy Superintendent.

#### Relationships and Other Duties

The Assistant Director shall be directly responsible to the Director of Career and Technical Education Services, and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- adherence to and enforcement of District policies and administrative regulations,
- performance resulting in quality outcomes,
- performance resulting in internal and external consumer satisfaction,
- continuous personal and professional improvement and development,
- positive interpersonal relationships with colleagues and consumers,
- continuously improving performance through internal and external evaluation, and
- exhibiting the mental/physical ability and stamina to meet essential duties of position.

#### Other Required Skills

- Must be able to communicate effectively (language skills).
- Must have the ability to work with mathematical concepts (mathematical skills).

- Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- Must be physically able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Work Environment

General school setting; the noise level in this position varies.

### Terms of Employment

- contracted employee (exempt)
- 12 months per year; 8 hours per day
- position covered under Administrative Regulations
- evaluated annually by the Director of Career & Technical Education Services

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Assistant Director of Career and Technical Education Salary \$90,164

Assistant Director of Career and Technical Education Expense Account \$750

Assistant Director of Career and Technical Education Reimbursed Expenses \$0

Assistant Director of Career and Technical Education Supplemental Compensation \$0

## SUPERVISOR OF SPECIAL EDUCATION – JOB DESCRIPTION

### General Function

The Supervisor of Special Education shall be responsible for assisting the Director of Special Education Services in leading the District's efforts in providing quality special

education services to the Newaygo County community to ensure the realization of the mission of the Newaygo County RESA. The supervisor shall assist in the planning, development, implementation and evaluation of a comprehensive system of special education services.

#### Preferred Qualifications

- Master's Degree with extensive successful teaching and leadership experience.
- Extensive knowledge of assigned function area programs and services.
- Demonstrated success in customer service and teamwork.
- Excellent human and public relations skills.
- Demonstrated success in developing and implementing innovative programs.

#### Essential Duties

Essential duties shall include, but are not limited to:

- Develop/revise/communicate the ISD Special Education Plan for the delivery of special education programs and services according to state/federal rules.
- Maintain RESA Surrogate Parent Registry.
- Support and assist the RESA Parent Advisory Committee for special education.
- Maintain personnel registry of professional credentials.
- Attend regional MDE professional certificates inservices.
- Assist in the processing of the December 1 special education student count data.
- Assist in the development of policy and procedures for the delivery of special education programs and services.
- Assist LEAs and the RESA with the completion/submission of the fall and spring student count data.
- Analyze special education student eligibility trends.

- Assist LEAs with the development of OCR reports.
- Assist LEAs with manifestation determinations, functional behavioral assessments, behavior support plans and interim alternative education placements.
- Assist LEA/RESA special education secretaries with the maintenance of all shared databases.
- Maintain special education secretary procedures manual.
- Develop/maintain/standardize all essential special education forms.
- Investigate formal complaints and assist LEAs/RESA with due process hearing requests.
- Create/maintain the NC RESA special education webpage.
- Assist LEAs with the submission of the CIMS grant.
- Conduct LEA educational benefit reviews, IEP implementation reviews and student record reviews for selected student files.
- Develop and maintain a data management system for special education evaluations.
- Coordinate and process billing statements for contracted services.
- Coordinate the Medicaid reimbursement program.
- Coordinate the state standardized assessment program for special education students.
- Act as a resource, if needed, to employees, students and the general public visiting the NC RESA.
- Possess knowledge of NC RESA's organization, mission, and philosophy.
- Perform other duties deemed appropriate by the Supervisor of Special Education Services.

#### Relationships and Other Duties

The Supervisor of Special Education shall be directly responsible to the Director of Special Education Services, and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- adherence to and enforcement of agency policies and administrative regulations,
- performance resulting in quality outcomes,
- performance resulting in internal and external consumer satisfaction,
- continuous personal and professional improvement and development,
- positive interpersonal relationships with colleagues and consumers,
- continuously improving performance through internal and external evaluation, and
- exhibiting the mental/physical ability and stamina to meet essential duties of position.

#### Other Required Skills

- Must be able to communicate effectively (language skills).
- Must have the ability to work with mathematical concepts (mathematical skills).
- Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- Must be physical able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Work Environment

General office setting; the noise level in this position varies.

#### Terms of Employment

- contracted employee (exempt)
- 12 months per year, 8 hours per day
- position covered under Administrative Regulations
- evaluated annually by the Director of Special Education Services

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

SPECIAL EDUCATION SUPERVISORS (2) Salary \$83,360 (2) \$90,164

SPECIAL EDUCATION SUPERVISORS (4) Expense Account \$825

SPECIAL EDUCATION SUPERVISORS (4) Reimbursed Expenses \$0

SPECIAL EDUCATION SUPERVISORS (4) Supplemental Compensation \$0

### CAREER DEVELOPMENT SPECIALIST – JOB DESCRIPTION

#### Description

The Career Development Specialist shall organize, coordinate, promote, and give direction to a comprehensive instructional program for the Newaygo County Career-Tech Center.

#### Qualifications

- Valid and current Michigan Teaching Certificate.
- Vocational endorsement in specific job area.
- Able to lift, carry, and move equipment/supplies weighing up to 100 pounds (dependent upon position)
- Physically capable of performing all assigned duties.

#### Essential Duties

Essential duties shall include, but not be limited to:

#### MEET INDIVIDUAL NEEDS

- Determine student needs and interests.

- Determine for a unit, group and individual learning experiences based on individual differences of students.
- Enrich instruction to challenge the abilities of the more capable students.
- Reinforce learning.
- Provide remedial work for slow learners.
- Assemble individual student files documenting personal characteristics, attitudes and grades.
- Demonstrate a regard for and an interest in students as individuals.
- Develop constructive working relationships among students.
- Demonstrate personal concern for the student and his/her family.
- Conduct home visits with an administrator when recognized as being in the student's best interest.
- Recognize potential problems of students.
- Conduct a conference with a student.
- Confer with the student and his/her parents, when deemed necessary, regarding educational development.
- Present information to students on occupational opportunities.
- Present information to students on advanced training and educational opportunities available to them.
- Assist students in determining ways to best describe their salable skills.
- Write letters of recommendation for students.
- Assist graduating students in preparing for interviews with potential employers.
- Assist students in securing and completing applications for jobs, scholarships, educational loans or college admission.

### CONTRIBUTE TO THE TOTAL SCHOOL EFFORT

- Write general goals for the career and technical education program offering.
- Specify the long-range facility, equipment and supply needs for the career and technical education programs.
- Analyze provided follow-up information on the placement, employment, and training status of each program graduate.
- Maintain contact with employers of program graduates to assess effectiveness of instruction.
- Assess the relevancy of the career and technical education offering.
- Assist in supplying the data for required administrative records.
- Provide approved safety apparel and devices for career and technical students assigned to hazardous equipment.
- Maintain a record of safety instruction presented in compliance with safety laws and regulations.
- Identify the role and function of the selected advisory committee members.
- Establish the criteria for selection of the advisory committee members.
- Obtain administrative approval of the selected advisory committee members.
- Orient the advisory committee members to their role and function.
- Serve as the liaison between the advisory committee and the school administration.

### MANAGE EQUIPMENT, TOOLS AND SUPPLIES

- Select tools and/r equipment for a lesson.
- Assemble consumable supplies for instructional purposes.
- Compile a list of supplies needed for the academic year.
- Identify and requisition new tools and/or equipment needed for the academic year.

- Establish and maintain a system for repairing and servicing tools and equipment in the laboratory.
- Maintain an inventory of tools, supplies, and equipment.
- Arrange for the storage and security of supplies and equipment.
- Implement student check-out procedures for tools, supplies, and equipment used in the laboratory.
- Prepare purchase requests for approved equipment and supplies.
- Devise a system for determining and billing of consumable supplies and services rendered for students and the public consistent with school policy.

#### DEVELOP CURRICULUM

- Identify the competencies needed for entry into an occupation.
- Identify and describe the occupational standards of performance for each task in an occupation.
- Develop career and technical education offerings by clustering and sequencing related tasks.
- Identify the skill, knowledge, and attitudes required for the performance of each task included in a career and technical offering.
- Write and sequence student performance objectives for the career and technical education offering.
- Consult the advisory committee in developing a long-range program plan for career and technical education program.
- Sequence student performance objectives for and offering in the career and technical education program.
- Select student performance objectives for a unit.

- Write a content outline for the career and technical education program.
- Develop and prepare instructional material.

### IMPLEMENT CURRICULUM AND EVALUATE PROCEDURES

- Correlate unit content with on-the-job and/or laboratory experiences.
- Select methods of evaluating student performance throughout a unit.
- Select methods of evaluating students attainment of specific student performance objectives.
- Obtain textbook, reference, and other instructional materials.
- Conduct field trips.
- Direct students in gathering information from sources in the community.
- Direct students in instructing other students.
- Direct student laboratory experience.
- Guide student progress through the use of operation and/or job sheets.
- Establish criteria for student performance.
- Formulate a system of grading consistent with school policy.
- Appraise student products according to occupational performance standards.
- Appraise students' performance in relation to student performance standards.
- Record student attendance according to school policy.
- Record student grade according to school policy.
- Devise self-evaluation techniques for use by students.
- Arrange for students to evaluate their own progress.
- Engage in cooperative evaluation of achievement with students.
- Determine students' grades based on related instruction and laboratory or on-the-job experience.

- Review student progress and/or achievement records to assess effectiveness of instruction.

#### IMPLEMENT A SYSTEM OF CLASSROOM MANAGEMENT AND DISCIPLINE

- Uphold school standards of expected student behavior.
- Formulate and uphold acceptable standards of behavior in classrooms and laboratories.
- Carry out approved disciplinary action when warranted.
- Encourage students to exercise self-discipline.
- Control aggressive behavior.
- Schedule laboratory equipment for maximum utilization by students.
- Direct students in a system for cleaning and maintaining the laboratory.
- Arrange laboratory work areas and storage space to facilitate student work performance.
- Arrange layout of the career-tech laboratory to simulate the occupational environment.

#### OTHER

- Provide feedback to the Director on supplies and equipment to promote the most cost-effective and efficient program possible.
- Act as a resource, if needed, to employees, students and the general public visiting the NC RESA.
- Possess knowledge of NC RESA's organization, mission and philosophy.
- Perform other duties deemed appropriate by the Director of Career & Technical Education Services.

#### Relationships and Commitment

The CTC Classroom Instructor shall be directly accountable to the Director of Career & Technical Education Services and shall demonstrate commitment to the mission of the Newaygo County RESA through:

- adherence to and enforcement of agency policies and administrative regulations,
- performance resulting in quality outcomes,
- performance resulting in internal and external consumer satisfaction,
- continuous personal and professional improvement and development,
- positive interpersonal relationships with colleagues and consumers,
- continuously improving performance through internal and external evaluation, and
- exhibiting the mental/physical ability and stamina to meet essential duties of the position.

#### Other Required Skills

- Must be able to communicate effectively (language skills).
- Must have the ability to work with mathematical concepts (mathematical skills).
- Must be able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
- Must be physically able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Work Environment

General classroom setting; the noise level in this position varies.

#### Terms of Employment

- contracted employee (exempt)
- school year position

- position covered under NIEA Master Agreement
- evaluated annually by the Director of Career-Tech Education Services

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Career Development Specialist Salary \$77,138

Career Development Specialist Expense Account \$0

Career Development Specialist Reimbursed Expenses \$0

Career Development Specialist Supplemental Compensation \$4,000 (Cash in Lieu of Insurance) and \$6,210.82 (Summer Supplemental Contract)