

Low-Incidence Consultant

Position Title: Low-Incidence Consultant

Reports To: Director of Special Education

Contract Days: 186 Days + 5 Extended Days

Position Summary:

The Low-Incidence Consultant provides system-level support for students with low-incidence disabilities, including moderate to severe disabilities (MSD), and serves as a resource for schools, staff, and families. This position involves direct consultation, compliance monitoring, professional development, and administrative support within the Exceptional Child Education (ECE) department.

Primary Responsibilities:

Instructional Support & Coaching

- Provide 1:1 coaching to designated staff and maintain records of support provided.
- Conduct weekly check-ins with each MSD classroom and assigned instructional assistants (IAs).
- Deliver homebound instruction for students assigned to the consultant, in collaboration with classroom teachers.

Compliance & Documentation

- Conduct monthly compliance reviews of ECE folders with ECE team; maintain tracking spreadsheets.
- Monitor and ensure T5 students in Infinite Campus are correctly documented in IEPs.
- Assist in gathering and responding to records requests from schools, parents, and agencies.

Communication & Reporting

- Produce and distribute a quarterly newsletter for the ECE Department.
- Prepare and submit monthly invoices for contracted services (Speech, OT, PT, Vision, Hearing).
- Complete Medicaid billing for transportation services.
- Support families by gathering and submitting Supplemental Security Income (SSI) paperwork.

Resource & Subscription Management

- Manage procurement and purchase requisitions for ECE resources and materials.
- Administer and renew subscriptions, including but not limited to SLP Toolkit, Boomcards, Eversign/Xodo Sign, Teaching Strategies GOLD, iXL, Ori Learning (if applicable).

Professional Development & Training

- Plan, provide, and document professional development for all ECE instructional assistants.
- Attend and contribute to MSD and Assistive Technology (AT) cadres.

Assessment & Transition Support

- Assist with Alternate Assessment processes and ensure accurate implementation.
- Schedule Special Rider assessments each spring and fall.

Collaboration & Miscellaneous Duties

- Collaborate with ECE staff and nurses on development and implementation of student health plans.
- Serve as liaison to relevant agencies.
- Perform other duties as assigned by the Director of Special Education.

Qualifications:

- Valid Kentucky teaching certification in Special Education or a related field.
- Experience supporting students with moderate to severe disabilities (MSD).
- Knowledge of IDEA compliance, assistive technology, and Medicaid billing procedures.
- Strong organizational and communication skills.
- Ability to collaborate with educators, service providers, and families.