

Northwest Missouri State University
Board of Regents
Date of Meeting: June 25, 2009

Cabinet Member: Kichoon Yang

Agenda Item: RPDC New Position

Background:

The Northwest Regional Professional Development Center (RPDC) is one of nine teacher professional development centers funded by the Missouri Department of Elementary and Secondary Education (DESE). In the last three years, the DESE has funded and added several new positions to the Northwest RPDC including those in the areas of special education, English language learning, and the Missouri Assessment program. The current request will add a new position in the program area of positive behavior support. This is an exempt position reporting to the center director; a full job description is attached. As with other similar positions at the center, this position is fully funded by the DESE.

Issue:

I recommend approval.

President's Recommendation:



JOB DESCRIPTION

NORTHWEST MISSOURI STATE UNIVERSITY

POSITION: Project Assistant-School Improvement Consultant
(Positive Behavior Support)
DEPARTMENT: Northwest Regional Professional Development Center
REPORTS TO: Northwest Regional Professional Development Center Director
FLSA STATUS: Exempt
CONTRACT TERMS: 12-month position

POSITION SUMMARY: The Project Assistant for Positive Behavior Support will work at Northwest Missouri State University as part of the NWRPDC regional team to support school districts in the region to insure high academic achievement for all students. The primary responsibility of the Positive Behavior Support Project Assistant will be to provide direct support to classroom teachers and school districts in developing and implementing a system of prevention and intervention to support the positive behaviors of students in order to ensure both academic and behavioral success.

ESSENTIAL FUNCTIONS:

1. Responsible for working with the schools in the 15 county Northwest Regional Professional Development Center area to provide professional development.
2. Responsible for services to identified districts/schools to improve student behavior management systems that support academic achievement.

MINIMUM QUALIFICATIONS:

Education: Master's in Education

- Five years of successful teaching experience as a teacher and/or an administrator in general education;
- Successful experience in collaborating in a variety of teaming opportunities and in training of adult learners
- Demonstrated ability to communicate and express ideas effectively, both orally and in writing;
- Ability to establish rapport and effective working relationships with local school district personnel, university staff and RPDC personnel;
- Willingness to travel, including overnight, within Missouri and occasionally out of state;
- Ability to use technology for word processing, recordkeeping, and presentations.
- Knowledge and experience analyzing standardized assessment data ;
- Knowledge of research based effective teaching and behavior management strategies for general education and special education;

- Knowledge and successful experience in organizing and providing effective professional development practices to improve student performance; and skills in presenting, facilitating, coaching and mentoring

WORKING CONDITIONS: Travel and flexible hours required

EQUIPMENT/MATERIALS USED: Microsoft Word Office Pro

SALARY: \$45,000-\$55,000

APPLICATION DEADLINE: When suitable candidate is found
Screening to begin June 1

DATE AVAILABLE: June 1, 2009 (negotiable)

TO APPLY: Send a letter of application, resume, transcripts, and the names, addresses, and phone numbers of three current references to:

Director of Human Resources
Northwest Missouri State University
107 Administration Building
Maryville, MO 64468