



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

**Peer to Peer Building Coordinator
.5 Position - Middle School**

INTERNAL POSTING ONLY

February 2, 2023

Job Summary:

Under the direction of the Special Education Supervisor and the building principal, the staff member would provide leadership for the building to organize, manage, and monitor the Peer to Peer Program in the building.

Qualifications:

Required:

- A. Minimum of BS/BA degree in Education
- B. Possess or be eligible for a valid Michigan teaching certificate or professional education certificate
- C. Able to assess and document student progress
- D. Professional in personal conduct and actions
- E. Excellent communication skills
- F. Meets federal *Every Student Succeeds Act* requirements

Desired Characteristics:

- A. Experience working with students with social/behavioral needs
- B. Understanding of the building and district school improvement process
- C. Strong organizational skills
- D. Excellent communication skills
- E. Strong relationship skills

Duties:

- A. Provide leadership for the Peer to Peer Program
- B. Facilitate matches for students with disabilities and their peers
- C. Communicate effectively with staff about the program and students they teach
- D. Communicate effectively/mentor peers about the program and students they work with
- E. Problem solve with peers to maximize success for students with disabilities
- F. Communicate with staff and students about expectations for peers and teachers
- G. Ability to plan and organize; excellent work habits
- H. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

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 individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Employment Date: ASAP

Apply To: To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to: Sherri Simmons, Human Resources at ssimmons@gulllakecs.org