

# Branch ISD

## Job Description



**Job title:** Short Term Teaching Position - Teacher of Mildly Cognitive Impaired Program Secondary

**Work Location:** Varies

**Classification:** Certified, 30-90 Days

**Reports to:** Special Education Supervisor

☒ **Full Time**                      ☐ **Substitute**  
☐ **Part Time**                      ☐ **Temporary**

☒ **Exempt**                      **Schedule:**  
☐ **Nonexempt**                      M-F, 7 Hours/Day

### Requirements:

1. Education and/or certification:
  - a. valid Michigan teaching certificate
  - b. Special Education endorsement in SA-Cognitive Impairment

### Essential Functions:

1. Mental Tasks:
  - a. Ability to communicate, analyze, and evaluate student progress and course curriculum.
  - b. Ability to develop, implement, and evaluate plans.
  - c. Ability to manage classroom organization, time, space, and behavior.
  - d. Ability to promote learning and ensure safety.
  - e. Ability to perform functions from written and oral instructions, and from observing/listening to others.
  - f. Ability to evaluate material such as computer programs, books, tests, and curriculum material.
2. Physical Tasks:
  - a. Adequate vision, hearing, and physical ability required.
  - b. Ability to lift and push objects 30 lbs. or more at least 10 feet.
  - c. Ability to maintain classroom environment that facilitates learning and safeguards mental, emotional, and physical health.
  - d. Ability to lift a minimum of 40 lb. students.
  - e. Ability to do a two person lift on students 75 lbs. or more.
  - f. Ability to sort, separate, file, and distribute material.
  - g. Ability to bend, squat, kneel, and stoop.
  - h. Ability to utilize CPI (Crisis Prevention Intervention) training techniques in emergency situations.
3. Equipment - Utilize office and classroom equipment and educational technology.

### Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
  - a. Attendance
  - b. Business procedures
  - c. Emergency – accident or illness
  - d. Employee conduct
  - e. Personal appearance
  - f. Safety
  - g. Student discipline
2. Attend all required meetings and submit required reports on time.
3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the profession.

### Job Performance:

1. Communication and interpersonal relationship skills expected:
  - a. Communicate clearly and accurately when writing/speaking.
  - b. Communicate concerns, thoughts, and/or ideas to appropriate:
    - i. Administrator
    - ii. External personnel
    - iii. Parents/guardians (verbal, written, telephone, and home contacts)

- iv. Other appropriate individuals as necessary
- c. Maintain an environment that is conducive to student learning and collegiality with coworkers.
- d. Assist other personnel as needed
- 2. Management and organization skills expected:
  - a. Complete assignments and paperwork accurately, on time, and without constant supervision.
  - b. Use a written instructional plan and operate an organized program according to identified system.
  - c. Know whereabouts of students at all times.
  - d. Recommend equipment, material, and resource purchases.
  - e. Maintain an environment that is conducive to student learning by creating a balanced rapport among staff and students.
  - f. Supervise and train para-professionals as assigned relative to all instructional strategies and materials for implementing student program objectives.
- 3. Application of job knowledge expected:
  - a. Demonstrate logical problem solving skills.
  - b. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
  - c. Provide positive reinforcement to students.
  - d. Update instruction, program objectives, courses, curriculum, and instructional materials according to identified system.
  - e. Utilize a variety of educational materials and techniques to meet individual needs of students.
  - f. Meet specific performance objectives developed jointly with immediate supervisor.
  - g. Demonstrate ability to use technology to perform basic teaching responsibilities such as student data, electronic communications, student attendance, etc., to enhance and supplement student instruction.

**Duties:**

1. Progress monitoring of each student in the classroom in deficit area(s) at regular intervals.
2. Demonstrate knowledge of academic achievement assessments.
3. Demonstrate knowledge, skill in academic remediation techniques and use of curriculum and material resources for the remediation of the following areas: reading, reading fluency, written expression, math, listening comprehension, visual and auditory perception, and gross and fine motor skills.
4. Actively engage in teacher-directed instruction in all areas of need identified in each student's IEP and transition plan.
5. Ability to align instruction with the Grade Level Content Expectations (GLCEs), High School Content Standards (HSCSs), and/or E-GLCEs/HSCS.
6. Familiarity with the concept of Community Based Instruction and knowledge on how to implement it.
7. Demonstrate the ability to teach vocational and life skills to students related to their transition plans.
8. Maintain a classroom environment that is conducive to learning, that minimizes distractions for students, and that is consistent with the behavioral and academic expectations of the general education program.
9. Demonstrate skill and knowledge of group discussion techniques such as facilitation and collaboration skills.
10. Initiate and follow-through with a Functional Behavioral Assessment and Behavioral Intervention Plan (FBA/BIP) for each student that demonstrates a need.
11. Assist with the implementation of students' individualized health care plans.
12. Document each emergency, accident, or illness on an "Unusual Incident Report Form" and submit to school nurse or building supervisor.
13. Adhere to established administrative policy/procedures in dealing with inappropriate behaviors.
14. Other duties as assigned.
15. To avoid disruption to school district operation and required student's services, the employee must be able to work additional/supplemental days beyond the signed contract if required.

<b>Employee Name:</b>	<b>Employee Signature:</b>	<b>Date:</b>
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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This is job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.