

LAKEVILLE COMMUNITY SCHOOLS

11107 Washburn Road
Otisville, MI 48463

NOTICE OF ATHLETIC VACANCY **INTERNAL/EXTERNAL**

Applications are now being accepted for the following position:

Long Term Substitute Special Education Teacher

LakeVille Community Schools
(This is an EduStaff paid position)

Internal Candidates

Make an application to Ashley McCann-Markham, Director of Student, at amarkham@lakevilleschools.org

External Candidates

Make application to: LakeVille Community Schools via the [Mid-Michigan Area Public Schools Consortium website](#).

The following items must be included in the application:

- Cover Letter
- Resume
- Certificates
- References

Date Posted: August 21, 2025

Deadline for Application: Until filled

Job Summary:

The teacher is responsible for the instructional program and coordinating and implementing the learning activities for the students in the resource room setting. The teacher is also responsible for coordinating the instructional activities of the para-educator and support staff services for students assigned to the classroom.

Qualifications:

Education: A bachelor's degree is required. A valid Michigan teacher certificate with an endorsement in special education is also required.

Experience:

Demonstrated successful experience teaching students with disabilities is desirable.
Successful experiences working with parents of children with disabilities.

Essential Duties (May include, but are not limited to):

1. Evaluates students with developmental instruments at regular intervals.
2. Develops and monitors performance goals and objectives for each student.
Coordinates and implements a developmental program to meet each student's
3. Assesses student achievement and develops instructional strategies to meet individual educational needs of the students in the assigned area of responsibility.
4. Communicates with parents/guardians/care providers and implements parent activities relating to students' developmental needs.
5. Prepares Individual Education Program (IEP) and other reports for assigned students.
6. Attends and participates in Multidisciplinary Evaluation Team (MET), Individualized Education Program Team (IEPT) meetings, and Behavior Intervention Plan (BIP) team meetings.
7. Assists in scheduling, preparation, and coordination of IEPT meetings.
8. Works cooperatively, communicates with district and constituent district staff, and effectively uses community resources to assist the family's needs.
9. Maintain accurate attendance records and appropriate reports.
10. Participates in the implementation of health care procedures per administrative operating procedures.
11. Participates in developing and implementing behavior improvement plans in the assigned area of responsibility under administrative operating procedures.
12. Prepares daily lesson plans following developmental guidelines and those items specified in the student's IEP.
13. Coordinates the activities of support staff and aides providing services to students in the assigned area.
14. Participates in staff meetings, in-service activities, staff development/special program, school improvement teams, and planning committees as appropriate to the assignment.
15. Logs services as delivered to individual students and submits Medicaid service logs on time.

Other Duties:

1. May develop and direct parent involvement programs.
2. Coordinates the preparation of bulletin boards, duplication of instructional materials, and other materials preparation activities as required in the assigned area of responsibility.
3. Represents the district on various community agencies and professional organizations as appropriate to the assigned area.

4. Provides information to the Superintendent related to the annual development and updates of the budget.
5. Drives to and from community-based instructional sites.
6. Performs other duties as assigned.

Skills/Other:

Must meet the State of Michigan Department of Human Services Child Abuse and Neglect Central Registry Clearance as applicable. Ability to explain and demonstrate appropriate teaching techniques. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the district's needs. Demonstrates initiative and understanding when working with students, staff, and parents/guardians. Ability to work creatively and skillfully with students. Demonstrated physical stamina necessary for assisting with lifting and moving students up to 7 years of age; repetitive stooping, squatting, bending, lifting, walking, kneeling, and reaching while maintaining personal balance and stability; implementing behavior intervention plans; and performing the essential job duties. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team. Exhibit emotional stability, exercise good judgment, and make decisions under board policies and administrative guidelines with minimum supervision.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the LakeVille Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.