

**BENDLE PUBLIC SCHOOLS
SPECIAL EDUCATION-MIDDLE SCHOOL RESOURCE ROOM
JOB DESCRIPTION**

POSITION TITLE: **SPECIAL EDUCATION TEACHER—RESOURCE ROOM**

DEPARTMENT: Special Education

REPORTS TO: Building Principal and Director, Special Education

SUMMARY: *Responsible for planning instruction and/or adaption of the education program to enable students to benefit from educational experiences.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish and maintain collegial relationships with all stakeholders.
- Demonstrates a thorough understanding of special education rules, regulations, and procedures.
- Demonstrates the ability to implement special education programs, including curriculum, lesson plans, and instructional techniques.
- Maintains a safe and nurturing physical environment within the classroom.
- Demonstrates the ability to collect, disseminate, and analyze data to differentiate instruction and determine progress related to student goals and objectives.
- Demonstrate the ability to determine relevant student growth measures.
- Demonstrates competency with regard to timely completion of special education, as well as building/district level reports, records, and Medicaid billing requirements.
- Understands and demonstrates the ability to communicate and build confidence with students and parents; through positive relationships and communications.
- Participates in committee meetings at the building and district levels.
- Demonstrates the ability to use and incorporate technology when and where it becomes appropriate.
- Other duties as assigned

SUPERVISORY REPSONSIBILITIES:

- Supervise students and teacher assistant in accordance with legal, district, and building expectations.

QUALIFICATION REQUIREMENTS:

- Candidate must perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Bachelors degree in Education
- Minimum (2) years experience preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Teaching Certificate

- Special Education Endorsement
 - Endorsements in K-5 all subjects, (K-8 all subjects Self-Contained Classroom)
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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.

LANGUAGE SKILLS:

Must possess the ability to read, analyze, and interpret special education language, professional journals, technical procedures, and governmental regulations. Must also possess the ability to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from all stakeholders.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to communicate these skills to all stakeholders.

OTHER SKILLS & ABILITIES:

Ability to apply knowledge of current research and theory to instructional program(s); ability to plan and implement lessons based on district, building, and student objectives, as well as the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is likely required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include short distance, long distance and peripheral vision.

The employee must occasionally lift and/move students and or objects over 20 lbs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other stakeholders. The employee is directly responsible for the safety, well-being and academic progress of students.