



Every child. Every opportunity. Every time.

9/14/2021

**Elementary Special Education Resource Room Teacher (1.0 FTE)**

**Milwood Elementary**

**KEA Salary Schedule and Grade**

**Scope of Responsibilities**

Teaches at the post-secondary level as a special education teacher. Consults with secondary general and special education teachers to develop and maintain academic transition programming for students with an Individual Educational Plan. Collects, analyzes, prepares, and interprets data and to support transition goals of secondary students.

**Performance Responsibilities**

1. Identify, establish, and maintain linkages with community agencies and businesses and identify gaps in transition planning
2. Facilitate referrals to other agencies and link students with postsecondary special support coordinators
3. Monitor adherence to federal laws and audit all folders for secondary students and participate in SPP-13 indicator audit and monitoring process
4. Identify and refer students for vocational assessment within the school ( i.e. CBVE, EFE)
5. Identify and refer students for vocational assessments at regional centers (i.e. Project SEARCH)
6. Coordinate the development of career awareness and explore activities as part of the career counseling process – (i.e. visits to Michigan Rehabilitation, Michigan WORKS)
7. Identify transition services provided by community agencies.
8. Communicate with parents, students, staff, community/adult service providers and agencies about issues related to the successful transition of special education Middle and High School students, ages 14-26, into post-secondary adult life.
9. Coordinate school and community work-based learning opportunities at Transition Services
10. Coordinate and provide direct instruction of daily living skills at Transition Services.
11. Conduct Individualized Educational Planning Team meetings, prepare quarterly transition reports and assist in ongoing review of strategies for students as well as implement district-wide supports.

12. Develop community-based training and sites and school-based training and identify job placements
13. Competency in preparation of progress reports, IEP's and other required information through the TIENet system.
14. Assist in screening, evaluating and recommending program placements and transition goals.
15. Prepare quarterly reports for student data on progress toward graduation, student achievement, and success.
16. Performs other duties as assigned by the Assistant Superintendent of Student Services/Special Education Administrator.

#### **Minimum Qualifications**

1. Certification as a special education teacher by Michigan Department of Education, master's degree in education or field of study related to special education, recommendation to the MDE by the employing superintendent or his/her designee and evidence of at least 3 years of satisfactory teaching experience, not less than 2 years teaching in a special education program.

#### **Desirable Qualifications**

1. Minimum three years of successful experience working with children and families in an urban educational setting and/or diverse/multi-cultural setting.
2. Experience with problem solving through data-based decision making.
3. Experience in developing secondary transition goals.
4. General knowledge of secondary Common Core Curriculum.
5. Ability to develop and to maintain acceptable relationships with school staff, students and parents.
6. Ability to clearly express ideas and concepts verbally and in writing.
7. Knowledge of Special Education law.
8. Knowledge and experience in working students with disabilities.

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