

MANISTEE ISD BOARD OF EDUCATION

JOB DESCRIPTION

Revised 2025

TITLE: **Special Education Classroom Teacher**

REPORTS TO: Assistant Superintendent of Special Education

EMPLOYMENT STATUS: Full Time

FLSA STATUS: Non-Exempt

QUALIFICATIONS:

1. Current Michigan Teacher's Certificate.
2. Special Education Endorsement.
3. Meet Highly Qualified Standards.
4. Responsibility of employee to obtain and maintain all training(s), certificate(s), approval(s), etc. and provide documentation to the business office before expiration date of said document(s).
5. Must have regular and reliable job attendance, performance, and the physical ability to do the job.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate ability to instruct students individually and in groups, based on knowledge of child growth and development and using multi-sensory techniques.
2. Work as a team with assistant teachers to pursue and meet individual performance objectives, collect student data and create an organized, positive and safe classroom environment which maintains the dignity of the individual student.
3. Evaluate, revise and implement classroom curriculum.
4. Maintain appropriate records (i.e. Accident forms, medical, Department of Human Services reports, educational and attendance records).
5. Involve students in community-based instruction/activities and be responsible for student safety in community training/outings and IEP/as appropriate.
6. Establish a positive relationship with parents and home providers, and communicate with them regularly about growth, progress, problems and successes.
7. Analyze student behavior, develop and implement behavior supports, as needed.
8. Serve as a resource to parents of students with impairments, providing information and/or contacts for support, assistance or knowledge of their child's impairment.
9. Serve as a member of the Multidisciplinary Evaluation Team, Individual Educational Planning Committee, and program/department teams.
10. Work cooperatively with ancillary staff, office staff, administration, local district staff and community service agencies.
11. Supervise assigned student teachers, interns, vocational students and volunteers.

12. Demonstrate professional improvement through in-service attendance, SCECH's or college credit and conference attendance.
13. Prepare required reports and provide necessary information accurately and punctually.
14. Identify program needs and assist in finding solutions for special education problems.
15. Participate in activities and creating schedules for school wide events, (i.e. organize, distributing information, and/or implementing an activity or event).
16. Oversee and share information/knowledge with assistant teachers/program assistance.
17. Maintain positive school/community relationships.
18. Arrange efficient instructional schedules cooperatively with other instructional staff.
19. Work on related service goals – including Social Worker, OT, PT, speech, PE (throughout classroom routine).
20. Have knowledge of other special education & general education programs for future transitions of students and assist with the transition process of students into other programs.
21. Dispense and record student medications and communicate regularly with school nurse.
22. Arrange transportation for community-based instruction.
23. Be responsible for classroom funds.
24. Constantly monitor & evaluate the safety & well being of all students and report any concerns to the proper authorities.
25. Perform other duties as assigned by the Supervisor.

**TERMS OF
EMPLOYMENT:**

In accordance with Master Agreement.

EVALUATION:

In accordance with Master Agreement.