**Job Description** SKILL Special Education Teacher

Reports to: Assistant Superintendent for Student Services

**Qualifications:**

1. Possess a valid Michigan teacher certificate
2. Possess full approval as a teacher of students with a disability per R340.1782.
3. Possess an endorsement in special education that is valid in grades K-12
4. Possess a working knowledge of IDEA disability categories and their educational implications.

Preferred candidate will demonstrate:

- A minimum of three years experience working with post-high school age special needs students
- Regular, reliable and punctual attendance is an essential function of the job.
- Demonstrate experience working with students with a variety of disabilities (such as: ASD, SLD, EI, CI, VI, HI, PI, OHI, SLI, and ADHD
- Experience with the Life Centered Career Education (LCCE) curriculum and ability to create curriculums specific to students’ needs
- Experience in developing and implementing behavior intervention plans
- Experience in developing and implementing community based instructions (CBIs)
- Training in federal and state-run programs and opportunities in the area of transition for people with disabilities including Michigan Rehabilitation Services, Community Mental Health, M.C.T.I. , Social Security, and ARC
- Knowledge in current strategy trends for securing student employment
- Training in the area of transition planning including documentation of transition in IEPs, transition assessments, and teaching self determination skills
- Training in special education law including IDEA and the Americans with Disabilities Act
- Training in employment safety including MIOSHA and the Health Department
- Certified in Nonviolent Crisis Intervention
- Experience in grant writing
- Experience in implementing technology into the classroom including PowerPoint, and video streaming
- Experience in communicating with parents on a regular basis

**Summary of Essential Functions**

- plans for and guides the learning process to help students achieve program objectives.
- maintains a classroom atmosphere conducive to learning.
- implements useful diagnostic and progress assessment measures.
- selects and uses effective instructional methods and learning materials.
- establishes a cooperative relationship with all assigned students.
- maintains open lines of communication with parents/guardians.
- engages in professional growth activities through an ongoing program of job-related knowledge and skill development.
- works collaboratively to achieve the overall purposes of the school program.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Observe and evaluate students' performance, behavior, social development, and physical health. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Assign and grade class work, tests and homework to evaluate student progress. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools. Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.

- Prepare reports on students and activities as required by administration. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

- Enforce administration policies and rules governing students. Attend staff meetings, and serve on committees as required.

- Perform other duties such as assisting in hall and cafeteria monitoring, and bus loading and unloading.

- Other duties as assigned

- Attendance to the job is required

- Lifting above head is required

**PHYSICAL DEMANDS / WORK ENVIRONMENT: Work requires high level of activity. Work may also be performed at community sites for field trips.**

Incumbent must be able to lift 40 pounds, stand up to 95% of the day, assume postures in low level positions that best allow physical and visual contact with students, must be able to sustain a high level of energy, bend to perform various tasks numerous times throughout the day, stoop, sit on the floor, have the agility to move from a seated position to a standing position promptly to respond to emergency situations, perform all activities with students, i.e. jump, dance, walk, run, etc. for extended periods of time, both indoor and outdoor environment are typically found in work environment. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities; must possess acceptable hearing and visual capabilities in order to monitor the environment and student's well being; must be able to excel in an ambiguous and continuously changing, competitive environment; incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations; work hours may vary to meet the needs of the students; incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of students.