



Human Resources Vacancy Announcement

{INTERNAL/EXTERNAL OPPORTUNITY}

Job Title:	SXI- Special Education Teacher	Reports To:	Building Principal/Special Services Director
Location:	Kennedy	Compensation:	Per PEA Agreement
Length of Contract:	185 Days	Date of Posting:	2.27.2025
Start Date:	Upon hire	FSLA Status:	Exempt
Equal Opportunity Employment Statement:	City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II, Title VI & Title IX Coordinators: Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams,248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.		
Internal Posting URL:	https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46168		
Application Process:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions		

Job Description

To provide structure and innovative instruction to special education students; including teachers who work with handicapped students and those who teach basic academic and life processes skills to the impaired.

Qualifications

- Bachelor's Degree in Education from an accredited university
- Special Education Certification with an Emotional Impairment (EI) Endorsement
- ASD certification is preferred
- Experience in working with special needs students
- Experience in supporting subject area content
- Ability to integrate technology into the curriculum
- Ability to communicate informational ideas in spoken and written language for clear understanding
- Ability to provide Highly Qualified (HQ)status
- Completion of 18 semester hours in a planned standards based approved program or a Master's or higher degree after completion of provisional certificate
- Semester hours taken must be shown to reflect knowledge in the core academic subject area(s) being taught
- Familiarity with and ability to utilize basic Microsoft Office programs
- Ability to write standards based IEP's and link them with Michigan's Grade Level Content Expectations



--



<ul style="list-style-type: none">•
Clearances, Licenses or Certifications
<ul style="list-style-type: none">• Criminal background check• Drug screen
Essential Duties and Responsibilities
<ul style="list-style-type: none">• Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement• Assist in all content areas• Assist special needs students in the assessment and evaluation measures required by the district• Implement the curriculum• Demonstrate creativity and innovativeness in teaching styles to assist special needs students with problem solving and higher order thinking skills• Modify the general education curriculum for special needs students, based upon a variety of instructional techniques and technologies• Maintain accurate and complete student records, and prepare reports on students' activities, as required
Other Duties
<ul style="list-style-type: none">• Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity.• Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time.• Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.• Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions.• Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping.• Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions.• Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.• 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.



Knowledge, Skills, Abilities

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Interpersonal/communication skills• Ability to multi-task• Ability to work with minimal supervision• Leadership/supervisory skills• Team player• Creativity• Self-starter• Flexibility• Attention to detail | <ul style="list-style-type: none">• Ability to manage work pressures (e.g. deadlines)• Ability to work with distractions• Ability to work under pressure• Ability to meet deadlines• Problem-solving• Organizational skills• Research skills• Presentation skills• Ability to maintain confidentiality |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Communication Skills

- Must be able to work with multiple groups and leaders within the District

Physical Activities/Requirements

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Approved By:	Interim Assistant Superintendent of HR	Name:	Ashley Smith	Date:	2.27.2025
Last Updated By:	Recruiter	Name:	Regina Nicholas	Date:	2.27.2025