



School District of the City of Pontiac Human Resources Vacancy Announcement

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.

JOB TITLE:	Resource Room Social Studies Special Education Teacher
POSITION 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.
TITLE REPORTS TO:	Building Principal and Special Services Director
COMPENSATION:	Per PEA Master Agreement
LOCATION:	Pontiac Middle School and Pontiac High School
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Non-Exempt
DATE OF POSTING	August 19, 2025
INTERNAL POSTING URL:	Online Employment Application Open Positions (applitrack.com)
APPLICATION PROCESS:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Bachelor's Degree in Education from an accredited university ● Teacher certification with learning disability (SM) endorsement and (RX) endorsement ● 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

LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> • Teacher certification with learning disability (SM) endorsement and (RX) endorsement • Criminal background check • Drug screen required
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 by laws, district policies, and administrative regulations • Utilize evidence based on "best practices" to facilitate the prescribed curriculum for participating students with language problems • Establish and maintain an effective and cooperative working relationship with all staff, students, and parents • Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual education plans designed to promote students' educational, physical, and social development • Establish clear objectives for all lessons, units and projects, and communicate those objectives to students • Coordinate placement of students with special needs into mainstream or co-teaching classes • Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence
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;

	<p>internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.</p> <ul style="list-style-type: none"> 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.
PHYSICAL ACTIVITIES & REQUIREMENTS:	<ul style="list-style-type: none"> 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.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 8.19.25