

**Until Filled**

**PERSONNEL MEMORANDUM**  
**NOTICE OF VACANCY**

**POSITION:** Elementary Resource Room Teacher

**MINIMUM QUALIFICATIONS:**

1. Possess a valid Michigan Teacher’s Certificate with full approval in at least one (1) area of special education.
2. Possess the necessary personal qualities to work effectively with a broad cross-section of general and special education staff and administration, and work with students of varying handicapping conditions.
3. Possess personal qualities necessary to teach students with varying physical and health handicaps, and to work cooperatively with general education and special education staff and administration.

**DUTIES AND RESPONSIBILITIES:**

1. Provide instructional and educational support services to special education students.
2. Participate as a team member in child study, MET meetings and IEPC’s.
3. Evaluate and assess academic levels of functioning of special education students for IEPC and MET meetings.
4. Provide consultant services to special education students, parents, and other staff members.
5. Assume responsibility for convening and attending IEPC’s within appropriate timelines for all students on caseload.
6. Assume responsibility for teaching the special education courses as outlined in the curriculum guide and by policy set by the CD/SI advisory committee.
7. Write goals and objectives for each student as mandated by Federal, State and County agencies.
8. Provide input to building administrators regarding appropriate classes for the mainstreaming of special education students.
9. Facilitate mainstreaming of special education students through ongoing communication with the general education staff.
10. Assume responsibilities mandated to the special education teacher as a member of the IEPC process.
11. Attendance at meetings set up by general and special education administration.
12. Full-time staff in a single building will assume the same responsibilities as do the general education teachers within the building and as per teacher contract.
13. Maintain a cooperative working relationship with school and community (parents and agencies).
14. Maintain the philosophy and procedures of Least Restrictive Environment for special education students.
15. Maintain flexibility necessary for meeting the individual needs of students with varying handicapping conditions.
16. Promote a positive learning environment for special education students.
17. Keep current knowledge of legal mandates regarding special education.
18. Comply with previously established Resource Room Policies. Model Resource Room (2-13-85) and Job Expectations (5-29-84).

**BASE RATE OF PAY:**

Per TFT Contract [\$47,486.00 - \$97,568.00] years of experience will be taken into consideration.

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

**All materials received relative to this posting become property of the Taylor School District.**

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED**

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

**NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities.