# SOUTH HAVEN PUBLIC SCHOOLS
# JOB POSTING

**POSTING DATE: 11.13.2026**
**Place of Assignment: North Shore Elementary**

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| **Position/Job Title:** | Upper Elementary Special Education Teacher |
| **Classifications:** | • FLSA Status: Exempt<br>• Terms of Employment: Work year and salary commensurate with the SHEA Teacher Contract<br>• Evaluation: Performance of this job will be evaluated in accordance with the Teacher Evaluation System. |
| **Qualifications:** | • Certification/License: LD/EI cert, CI and/or ASD certification preferred but not required.<br>• Michigan State Special Education Certification required<br>• Bachelors from an accredited college or university in education discipline applicable to teaching assignments.<br>• Master Degree preferred. |
| **Reports to:** | North Shore Elementary Principal, Jennifer Aldred |
| **Physical Requirements:** | Works in standard office and school building environments. |

**Position Summary:**
Under the general supervision of the School Principal, to maximize the learning experience of students with special needs, in academics, interpersonal skills and activities of daily living by implementing district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment.

**Essential Functions/Responsibilities:**
- Conducts assessments, testing and diagnostic examinations of students for the purpose of identifying learning issues, and recommending courses of action or corrective procedures to overcome issues and maximize learning.
- Participates in and assists in developing Individual Educational Plans ("IEP") for students.
- Assists students and teaching staff in implementing students' IEP's and behavior management plans.
- Coordinates with outside agencies, organizations and institutions, including state and federal authorities as needed.
- Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
- Serves as a ready resource to students and parents to provide counseling that will lead each student to increased personal growth, self-understanding, and behavioral management; serves as liaison between home and school.

- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research, and by maintaining professional relationships with members of institutions of higher learning and the business community.
- Organizes and maintains a system for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Assists in the orientation of new teachers, and provides in-service training in guidance.
- Selects and requisitions appropriate books, aids and other supplies and equipment and maintains inventory records according to the District's curriculum.
- Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent. The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.
- Travels to school district buildings and professional meetings as required.
- Uses standard office equipment such as personal computers, printers, copy and fax machines, and telephone.
- Knowledge of Special Education principles, theories, testing, methods, etc. as well as proven methods of maximizing the educational experience of students with special needs.
- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

***Submit Application to:**
**Jennifer Aldred, North Shore Elementary Principal – jaldred@shps.org**
**Kayli Ziervogel, HR Specialist - kziervogel@shps.org**
South Haven Public Schools
554 Green Street
South Haven, MI 49090

*A job application can be found at https://www.applitrack.com/shps/onlineapp/

**Condition of Employment:** Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").