

Delton Kellogg Schools
Delton, Michigan

INTERNAL/EXTERNAL POSTING

POSITION TITLE: Middle School Special Education Teacher
REPORTS TO: Director of Special Education/Building Principal
PREPARED BY: Superintendent's Office

Date: July 12, 2019

SUMMARY: Responsible for planning instruction and/or adaptation of the education program to enable students to benefit from educational experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instructs individuals and groups in special education skill areas.
- Plans curriculum, lessons, and special education programs and teaching methods.
- Evaluates student progress based on papers submitted, test scores and observation.
- Monitors student progress in and outside special education room.
- Maintains physical environment of the classroom.
- Maintains contact with parents of students.
- Evaluates student progress based on work output and observation, determines goals, objectives and directions.
- Prepares report cards, educational records, IEPC forms, classroom observation records, and other forms.
- Assessment and IEP goal writing
- Coordination with regular education classroom teachers to support student's needs
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
- Employs a variety of instructional techniques and instructional media to meet the needs and capabilities of the Individuals or student groups involved.
- Working with the assessment team and attending staffing.
- Ability to analyze data in regards to school improvement and individual student goals.
- Other duties as assigned by the Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises students and manages case load of students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Bachelor's degree in education with special education endorsement.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Michigan Teaching Certificate

LANGUAGE SKILLS:

Ability to read, analyze and interpret general counseling periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of parents, teachers and students.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents and community; ability to speak clear and concisely in written or oral communication. Ability to operate a personal computer and related 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.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds, such as student equipment and wheelchairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Reports To: Director of Special Education / Building Principal
Salary: According to the DKEA Master Contract
Deadline: Until filled

Interested applicants should send a letter of interest to:

Delton Kellogg Central Administrative Office
 Kyle Corlett Superintendent
 327 N. Grove Street
 Delton, MI 49046
 carol.hersha@dkschools.org

The final candidate for this position will be required (at your cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBE criminal records check prior to our recommendation to hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.