



## Internal/External Job Posting

**Position:** Special Education Teacher – Elementary K-5  
**Classification:** Salaried  
**Terms:** 2024-25 School Year  
**Salary:** Per MTEA Contract; Commensurate with experience  
**Posted:** April 12, 2024  
**Closing Date:** May 24, 2024 (or until filled)

**Job Summary:** The Special Education Teacher is responsible for planning, and adapting instruction to accommodate the learning process for special education students based on the student's individualized education program (IEPs). They provide direct instruction to students in specified content areas, conduct testing and evaluations to monitor progress, collaborate with students and parents to enhance learning outcomes and ensure compliance with documentation required to serve students with special needs.

### Benefits Include:

- Medical, Dental, Vision, Life and AD&D Insurance
- Enrollment in State Retirement System
- Paid Time Off

### Education:

- Bachelor degree from accredited college or university
- Must be qualified and hold a valid Michigan certification (with appropriate endorsements(s))

### Experience:

- Previous successful experience working with children

### Responsibilities:

See attached job description

### Applicants:

Interested candidates should send a letter of interest, resume, 3 letters of reference, transcripts, and copy of a valid Michigan license(s) / certificate(s) to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools  
4882 Stanton Blvd.  
Montague, MI 49437

Or E-mail: [humanresources@mapsk12.org](mailto:humanresources@mapsk12.org)

**MONTAGUE AREA PUBLIC SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Special Education Teacher  
**REPORTS TO:** Principal  
**SUPERVISES:** Not applicable

**GENERAL JOB FUNCTION:**

The Special Education Teacher is responsible for planning, and adapting instruction to accommodate the learning process for special education students based on the student's individualized education program (IEPs). They provide direct instruction to students in specified content areas, conduct testing and evaluations to monitor progress, collaborate with students and parents to enhance learning outcomes and ensure compliance with documentation required to serve students with special needs.

**EDUCATION REQUIREMENTS:**

- Bachelor degree from accredited college or university
- Must be qualified and hold valid Michigan certification with appropriate endorsement(s)

**QUALIFICATIONS:**

- Previous successful experience working with children at the appropriate grade level

**ESSENTIAL JOB FUNCTIONS:**

- Ability to demonstrate the:
  - strong desire and ability to build meaningful, caring relationships with students
  - skill and willingness to leverage the student support network to ensure that students' social, emotional, nutritional and health needs are addressed
  - ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning
  - commitment to coordinate instruction within and across grade levels
  - aptitude to discuss subject specific content instruction and the drive to try out new ideas to improve student learning
  - capacity to align curriculum, instruction and assessments while responding to the individual needs of students
  - competence to collect and analyze data to inform instructional decisions
  - ability and desire to design and utilize formative assessments to modify and adjust instruction on a daily basis
  - skill to implement a tiered system of instruction within the classroom to meet the needs of all students
  - ability to help create and thrive in a professional environment that is one of mutual respect, teamwork, and accountability
  - ability to seek out knowledgeable peers, coaches or administrators for instructional support in the never ending quest to deliver the vision of high quality subject-specific instruction in every class period every day
- Prepare, adapt, and deliver instructional material
- Manage special education student caseload
- Complete IEP documentation
- Coordinate with team members
- Meet all compliance requirements as identified in IDEA
- Develop suitable curricula and effective teaching methods based on assessment of students' needs
- Adapt different teaching methods and various instructional materials
- Evaluate students' academic and behavioral progress
- Supervise eligible students in classrooms and school buildings
- Create and maintain student records, and prepares reports relative to the work
- Maintain order in a consistent, firm and friendly manner. Apply school rules and procedures in disciplinary situations

**ESSENTIAL JOB FUNCTIONS (cont):**

- Practice confidentiality and discretion on job related subjects and especially in regard to student records
- In order to improve and maintain professional competence they participate in professional educational opportunities
- Be regular in attendance
- Other duties as assigned

**NOTABLE PHYSICAL REQUIREMENTS:**

Occasional light to moderate lifting up to 50 pounds may be required.

**TYPICAL WORK ENVIRONMENT:**

Most work is done in a classroom environment.

**EVALUATION:**

The Special Education Teacher is evaluated by the principal.

**WORK LOCATION(S):**

Most work is performed within the MAPS school buildings.

**TRAVEL EXPECTATIONS:**

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.