



# Position Opening

**INTERNAL/EXTERNAL ONLY**

**POSITION:** Teacher Special Education - MoCI

**QUALIFICATIONS:** Bachelor's Degree in Education  
Teaching Certificate with appropriate endorsement

**SUPERVISOR:** Special Education Supervisor

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide a basic core program for assigned students.
2. Compile and maintain attendance, behavior, achievement, and health records consistent with current established policy.
3. Maintain an up-to-date understanding of special education rules and procedures.
4. Prepare written reports and recommendations for IEP meetings.
5. Work cooperatively with staff to coordinate goals and objectives.
6. Schedule and attend meetings with students, parents, and staff as necessary.
7. Individualize instruction to meet the varying needs of students.
8. Plan and deliver instruction consistent with the local, state, and federal established curriculum.
9. Maintain and apply knowledge of current research regarding student development, behavior management, and learning theory.
10. Evaluate and monitor student progress through subjective and objective means including written work, test performance, and personal observation.
11. Provide parents and students with clear and consistent feedback regarding student progress.
12. Counsel students and parents, individually and in groups, regarding educational, vocational, and personal issues.
13. Coordinate and supervise work experience and on-campus job-training programs if required.
14. Maintain and encourage open lines of communication with parents.
15. Establish and maintain a physical and social classroom environment conducive to learning.
16. Assists students and parents in establishing educational and occupational goals consistent with student aptitudes, abilities, and preferences.
17. Assist in screening, evaluating, and recommending placements of students in various programs.
18. Prepare report cards, reading records, classroom observation records, and other miscellaneous surveys and forms.
19. Organize, plan, and monitor activities for instructional support staff and classroom volunteers.
20. Adapt teaching methods to keep pace with current best practices.
21. Maintain appropriate certification.
22. Be present in buildings with regular and continued attendance and punctuality.
23. Follow all Board Policies and Guidelines.
24. Performs other duties as assigned by administration.

**SALARY:** The salary will be commensurate with certification and demonstrated experience of the successful candidate to fulfill the requirements of the position.

**DATE OF POSTING:** July 6, 2021

**APPLICATION DEADLINE:** Until Filled



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**APPLICATION PROCEDURE:** Cover letter/resume/transcripts/certifications must be submitted online via the employment link at:

[www.baisd.net](http://www.baisd.net)

*Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)*

*The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.*

*Grievance Procedure:* *If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.*