



**School District of the City of Saginaw
Human Resources Department**

JOB POSTING

Special Education Positions

The School District of the City of Saginaw has immediate openings for the following:

**Positions: Special Education Teacher - CI
 Special Education Teacher – EI (2 positions)
 Special Education Teacher – Early On**

General Summary:

Saginaw Public Schools Special Education Teachers are responsible for planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages special education students to develop and fulfill their academic potential.

District-wide Performance Standards:

The School District of the City of Saginaw, in partnership with parents, students, businesses and the community, are committed to and responsible for ensuring the highest level of academic achievement and career planning for all students, the highest performing organizational structure at all levels, and a safe and effective learning environment for all students.

Knowledge, Skills and Abilities:

1. Content and pedagogical knowledge in assigned subject/area
2. Knowledge of relevant technology
3. Critical thinking and problem solving skills
4. Verbal and written communication skills
5. Decision making skills
6. Organization and planning skills
7. Ability to tolerate high levels of stress
8. Ability to be flexible and adaptive
9. Ability to take initiative
10. Ability to record and report daily written records
11. Ability to pay attention to detail
12. Ability to utilize classroom instruction techniques designed to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals
13. Ability to work effectively and collaboratively with other teachers, administrators, and staff
14. Ability to work independently
15. Ability to learn new tasks quickly
16. Ability to work in a multi-cultural, urban setting and develop a rapport with students, staff, parents and the school community

Duties and Responsibilities:

1. Responsible for timely coordination of scheduling of IEP, MET and Manifestation Determination meetings including parent notification/invitations for students assigned to their caseload
2. Maintenance of complete/accurate B-worksheets, attendance and discipline/special education records for students assigned to their caseload
3. Provide input to Building Principal as to the impact of each student's disability and how it effects discipline
4. Maintain and up-to-date binder of students' most recent IEP's and discipline actions/forms to be available for administrative review upon request
5. Provide parents with regular updates of student's progress on IEP goals as often as general education report cards are provided

6. Planning, preparation and organization of the IEP document including development of appropriate goals and objectives
7. Plan, coordinate and chair the IEP process for students on their caseload
8. Oversee planning, provide and implement instructional services for all students assigned to their caseload
9. Provide direct instruction to students as determined through their IEP's
10. Provide support to general education staff to assist with accommodations and supplemental needs of special education students
11. Provide supplemental instruction to support the general education curriculum to students on their caseload
12. Maintain a current schedule documenting the daily service of students including frequency and duration
13. Provide assistance and support to general education staff for the purpose of scheduling coursework for special education students
14. Provide input/reports and work with the MET team as needed for accurate evaluation and placement of special education students
15. Adopt and implement instructional strategies that align with the District strategic plan
16. Maintain and on-going relationship through phone, e-mail and collaboration with general education staff, administration and families to promote student success
17. Be aware of current updates to special education legislation and regulations and the impact/application it has to current practices
18. Provide updated information to the special education office with regards to the addition of students generated by a change of address
19. Disseminate all paperwork and send official copies to the records office within ten (10) days of meeting completion
20. Perform other duties as assigned

Education and/or Experience:

1. Bachelor's Degree or higher from an accredited institution
2. Meet professional teacher education requirements of School, District, and State
3. Single subject teaching credential or certification if teaching a specialized subject
4. State certification including endorsements required for a specific subject/area
5. Relevant teaching experience

SALARY: Based on education and experience

METHOD OF APPLICATION:

Please visit www.spsd.net and apply online.

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.