

TITLE: Special Education Teacher/Early Elementary

DATE: February 17, 2000

Resource Room

DEPARTMENT: Hannahville Indian School

DIVISION: Special Education

POSITION SUMMARY: Organize, direct, supervise and guide students in the educational process within the framework of the philosophy of the Hannahville Indian School

SUPERVISION RECEIVED: Special Education Coordinator

SUPERVISION EXERCISED: Instruction to students in special education programs

QUALIFICATIONS: Valid Michigan Elementary Teaching Certificate with special education certification and meet highly qualified teacher status. LD endorsement preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plan a program of study that meets the individual needs, interests, and abilities of the students, of the grade level.
2. Create a classroom atmosphere and environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Guide the learning process toward the achievement of curriculum goals and-in harmony with goals-establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
5. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- 6 Assist administration in implementing all policies and/or rules governing student's life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedures. Maintain order in the classroom in a fair and just manner.
7. Strive to maintain and improve professional competence.
8. **Attend** and **participate** in staff meetings and serve on staff committees as required.
9. Cooperate with other members throughout the staff in planning instructional goals, objective and methods.
10. Assist in the selection of books, equipment and other instructional materials.
11. Accept a share of responsibility for co-curricular activities as assigned.
12. Establish and maintain cooperative relations with others.
13. Be responsible to conform to the master agreement between the Hannahville Community and the Hannahville School Board of Education

PERIPHERAL DUTIES: Perform all other reasonable and related duties as directed by the special education coordinator, principal, administrator and/or board of education, which are not in violation of the master contract under which the employee works, the Hannahville Indian School policies, rules and regulations.

**PHYSICAL DEMANDS:** Must be physically and mentally capable to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Work is performed in a typical school/classroom environment. May involve some outside duties. Noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

**SELECTIONS GUIDELINES:** Completed employment application and resume,if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Supervisor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Director)

Date