

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: September 3, 2009 – Until Filled**

**TITLE: Special Education Teacher (for students with an Early Childhood Developmental Delay)**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

**EDUCATION:** Shall hold a State of Michigan teaching certificate with K-12 certification (must have endorsement in early childhood and possess an endorsement in special education)

**SKILLS:** Provides instructional services to students assigned to the caseload.

- Attends Individualized Family Support Plan meeting (IFSP), Multi-Disciplinary Evaluation Team (MET) and Individualized Education Planning Team (IEPT) meetings when requested.
- Adapts teaching support materials.
- Maintains appropriate records.
- Develops student progress reports.
- Willing to attend professional development to keep abreast of best current practices as it relates to providing a Free Appropriate Public Education to students in need of special education programs and services.
- Knowledge of disabilities and their educational implications.
- Understanding of curriculum design and instructional strategies for Early Childhood.

**OTHER REQUIREMENTS:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

**REPORTS TO:** Director and/or Learning Support Services Coordinator

**TERMS OF EMPLOYMENT:** Teacher Basic Salary Schedule

**ESSENTIAL FUNCTIONS:**

Ability to complete and maintain necessary records.

Evaluate student's progress and prepare reports that detail progress.

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**ESSENTIAL FUNCTIONS (continued):**

Test and evaluate student's cognitive abilities.

Plan, organize and provide instruction to students in varied educational environments (individually, in whole/small groups and in resource room environment).

Recommend changes in student's school and class environments, consistent with their needs and capabilities to provide greater access to the general education curriculum.

Demonstrate ability to work with other teachers and with parents of students on their caseload.

Demonstrate knowledge of theories of learning and child development appropriate for the various disabilities and age groups, especially preschool youngsters.

**BASIC FUNCTIONS:**

Ability to observe, analyze and describe the instructional strategies being applied in an educational situation.

Ability to function as a team member in designing appropriate educational programs for students with disabilities.

Ability to understand basic behavioral management concepts and demonstrate ability to develop, implement and incorporate appropriate behavioral management techniques.

Ability to supervise and work with teacher aides, volunteers and paraprofessionals.

Understanding of the child study/team planning process.

Understands the roles and organizational structures of general and special education and the part teachers play in providing total service for the student.

Ability to adapt general education curriculum and instructional strategies to meet individual learning styles.

Ability to serve in a consultative capacity with individuals and groups including teachers, parents and students.

Knowledge of state and federal laws, rules and regulations.

Understanding of due process and data privacy requirements.

Knowledge of how to identify and access resources relevant to students with disabilities.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Light Work (See U.S. Department of Labor Guidelines)

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770**

**設有翻譯服務, 祇要提出要求, 請電760-6770.**