

BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT
An Equal Opportunity Employer
VACANCY NOTICE

CERTIFIED POSTING

Secondary Special Education Teacher

Certification: Cognitively Impairment, 9 – 12
 Emotionally Impaired, 9-12
 Learning Disabilities, K-12, also
 Highly qualified in Math, Science, ELA or Social Studies

Education Requirements

1. Bachelor's Degree or higher from an accredited institution.
2. Valid Teacher Certificate.

Knowledge, Skills, and Abilities

1. Content and pedagogical knowledge in assigned subject/area.
2. Critical thinking and problem solving skills.
3. Verbal and written communication skills.
4. Decision making skills.
5. Ability to work effectively and collaboratively with other teachers, administrators, and staff.
6. Ability to work in a multi-cultural, urban setting and develop a rapport with students, staff, parents, and the school community.
7. Ability to work independently.

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 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 IEPs 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 IEPs.
10. Provide supplemental instruction to support the general education curriculum to students on their caseload.
11. Perform other duties as assigned.

Application Deadline:

Until filled

Send Letter of Interest, Resume and Credentials To:

Human Resources
Attention: Robin Johnson
Bridgeport-Spaulling Community School District
P.O. Box 657
Bridgeport, MI 48722-0657

Or johnsonr@bscs.k12.mi.us

Non-Discrimination Policy

It is the policy of the Bridgeport-Spaulling Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Director of Human Resources, Bridgeport-Spaulling Community School District, P.O. Box 657, Bridgeport, Michigan 48722-0657 Phone: 989-777-1770.

Posted: 25-July-18