



## Kalamazoo Regional Educational Service Agency Job Description

---

**Job Title:** Teacher for Special Education  
**Reports To:** Building Principal or Program Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 08/2004  
**Last Revised Date:** 01/2012

### **Summary:**

Teaches academic and living skills to students identified with learning disabilities and/or physical impairments in school, home and/or in the community by performing the following duties.

### **Essential Duties and Responsibilities:**

- Creates and implements curriculum/lesson plans incorporating hands-on activities and experiential learning considering factors such as individual needs, abilities, learning levels, and physical limitations of students
- Confers with parents, administrators, specialists, social workers, and others to implement the individual educational programs (IEPs) for students who are at different learning ability levels
- Creates a flexible environment that is focused on student success to maximize potential
- Observes, evaluates, and prepares reports on progress of students
- Establishes effective communication with parents regarding the progress of students
- Develops with appropriate personnel transitional plans for students who are ready to return to mainstream instruction
- Maintains discipline in the classroom
- Keeps attendance records
- Treats others with respect and consideration regardless of impairments and generates self-esteem
- Arranges and adjusts tools, work aids, and equipment utilized by students in classroom such as specially equipped worktables, computers, typewriters, and mechanized page turners
- Devises special teaching tools, techniques, and equipment
- Assists members of medical staff in rehabilitation programs for students
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Bachelor's Degree in special education with assignment specific endorsement  
Michigan Teaching Certificate

**Certificates, License, Registration:**

Valid Michigan Teaching Certificate

**Other Skill & Abilities:**

Attitude of acceptance and esteem for students  
Ability to communicate effectively including listening.  
Keeps building administrator abreast of classroom status.  
Ability to efficiently use computer and applicable software.  
Ability to problem solve.  
Ability to write reports.  
Presents ideas and information in a manner that gets student's attention and which encourages their engagement.  
Maintains confidentiality.  
Develop instructional strategies to meet classroom goals.  
Adapts to frequent changes in the work environment.  
Practices safe work habits.  
Develops and maintains atmosphere of teamwork.  
Uses equipment and material properly.

**Supervisory Responsibilities:**

Communicates regularly with and directs the work of paraprofessionals.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

Working with children who have physical and/or mental disabilities.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.