



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Special Education Teacher, Cognitively Impaired (SCI)  
**Reports To:** Building Principal / Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 05/2004  
**Last Revised Date:** 01/2012

### **Summary:**

Teach basic academic and daily living skills to students with cognitive impairments in schools and community settings by performing the following duties.

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

- Plan curriculum and prepare lessons and other instructional materials according to ability levels of students
- Confer with parents, administrators, psychologists, social workers, and others to develop individual educational programs for students who are at different learning ability levels, including mild, moderate and severe cognitive impairments. This may include completing functional assessments of behavior and the development of support plans
- Instruct students in academic subjects, utilizing various teaching techniques
- Schedule, participate in and /or conduct Multidisciplinary Educational Teams (MET), Individual Educational Planning Team (IEPT) meetings to determine appropriate placement of students within education system
- Instruct students in daily living skills required for independent living and economic self-sufficiency such as hygiene, safety, communication skills, pre-vocational skills, appropriate behavior and food preparation
- Observe, evaluate and prepare reports on progress of students
- Meet with parents to provide support and guidance in using community resources
- Identify professional development programs and attend regularly to update expertise
- Administer and interpret results of ability and achievement tests
- Devise special teaching tools, techniques, and equipment
- 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 (BA/BS) from four-year college or university; Michigan Teaching Certificate with endorsement/ approval in Mental Impairment (CI)/Cognitive Impairment

**Certificates, License, Registration:**

Valid Michigan Teaching Certificate with appropriate endorsement

**Other Skill & Abilities:**

Attitude of acceptance and esteem for students

Ability to communicate effectively including listening

Keeps administrator abreast of classroom status

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to write reports

Present ideas and information in a manner that gets student's attention and which encourages their engagement

Maintain confidentiality

Develop instructional strategies to meet classroom goals

Adapt to frequent changes in the work environment

Practice safe work habits

Develop and maintain atmosphere of teamwork

Use equipment and material properly

Plan for additional resources as needed

**Supervisory Responsibilities:**

Assist with supervision of classroom paraprofessionals. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employee; planning, assigning and directing work; assisting with appraisal of performance; addressing complaints and resolving problems.

**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 students who have physical and/or mental impairments. The noise level is generally moderate.

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.