



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Special Education Teacher, Emotionally Impaired  
**Reports To:** Principal and/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 basic academic and living skills to students with emotional impairments in schools and community settings by performing the following duties

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

- Plans curricula and prepares lessons and other instructional materials to meet individual needs of students, considering such factors as physical, emotional and educational levels
- Confers with parents, administrators, psychologists, social workers, and others to develop individual educational programs for students who are at different learning ability levels
- Instructs students in academic subjects, social interactions and life skills utilizing various teaching techniques
- Schedules, participates in, and/or conducts MET, IEPT meetings
- Teaches socially acceptable behavior employing techniques such as behavior modification, positive reinforcement, etc
- Maintains both classroom and behavior management
- Assists students with basic computer skills and in the resolution of computer problems
- Actively listens and responds to student issues/concerns
- Observes students for signs of disruptive behavior such as violence, verbal outbursts and episodes of destructiveness
- Observes, evaluates, and prepares reports on progress of students
- Meets with parents to provide support and guidance in using community resources
- Identifies professional development programs and attends regularly to update expertise
- Administers and interprets results of ability and achievement tests
- 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 (B.A. or B.S.) from four-year college or university

### **Certificates, License, Registration:**

Michigan Teaching Certificate, endorsement/approval in Emotional Impairment

**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:**

Assists with supervision of classroom paraprofessionals; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, training employees; 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:**

The noise level in the work environment is usually 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.

