



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Special Education Teacher – Deaf and Hard of Hearing  
**Reports To:** Administrator for Special Education  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 02/2003  
**Last Revised Date:** 01/2012

**Summary:** Teaches elementary and secondary school subjects to students with hearing impairments using various methods of communication to receive and convey language

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

- Assesses student strengths and areas of need in relation to their disability
- Writes IEP goals and objectives that address student needs, teaching them to master established expectations
- Plans curriculum and prepares lessons and other instructional materials according to grade level of students, utilizing visual media such as computer, films, television, and charts
- Confers with committee of parents, administrators, testing specialists, social worker, and others to develop individual educational program
- Instructs students in academic subjects
- Works with interpreter to modify regular educational assignments, testing to assure that student's needs are being addressed
- Encourages students to participate in verbal communication classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to communicate in situations encountered in daily living
- Tests students' hearing aids to ensure hearing aids are functioning
- Attends and interprets lectures and instructions for students enrolled in regular classes
- Teaches parents how to participate in and enhance students' learning experiences
- Teaches students to use computer
- Prepares reports on students' progress
- 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 in Hearing 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:**

This job has no supervisory responsibilities.

**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.