



# Public Schools of Petoskey

## NOTICE OF POSITION OPENING

ELEMENTARY SPECIAL EDUCATION TEACHER			
Date Posted	June 15, 2023	Application Deadline	June 30, 2023 or Open Until Filled
Primary Function	To provide instruction in subject-matter, helping students to develop skills that will contribute to their growth and employment as mature, able, and responsible citizens.		
Preferred Qualifications	<ul style="list-style-type: none"><li>❖ Bachelor’s degree or higher</li><li>❖ Valid Michigan teaching certificate</li><li>❖ Endorsement in at least one area of Special Education preferred</li><li>❖ Such alternatives beyond the above qualifications as the board of education deems appropriate and acceptable</li></ul>		
Responsibilities	Please see attached job description.		
Application Process	Please visit <a href="https://petoskeyschools.org/employment">petoskeyschools.org/employment</a> to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.			



# Public Schools of Petoskey

---

## Every Opportunity.

**POSITION:** Special Education Teacher

**QUALIFICATIONS:**

1. Bachelor's degree or higher
2. Endorsement in at least one area of special education preferred

**SUPERVISOR:** Building Administrator

**PERFORMANCE RESPONSIBILITIES:**

1. Develop compliant Individualized Education Programs (IEPs) that promote measurable student growth
2. Implement IEPs, assess students' performance, and track individual student progress
3. Update IEPs throughout the school year to reflect students' progress and goals
4. Assess students' skills to determine their individual needs to develop IEPs and lessons
5. Plan, organize, and assign activities that support growth towards students IEPs
6. Deliver instruction based upon differentiated curricular needs
7. Develop and analyze effectiveness of positive behavior intervention and support plans representative of the student's communication, social skill, and sensory needs
8. Teach and mentor students as a class, in small groups, and one-on-one settings
9. Use formative assessment to adjust and modify instruction
10. Analyze progress reports to determine instructional effectiveness
11. Supervise and mentor teacher assistants who work within the classroom to support students with disabilities
12. Effectively communicate student progress, in oral and written formats, with school, parent and agency partners
13. Provide opportunity to enhance partnerships with school and agency personnel
14. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required of position
15. Predictable, reliable, and punctual attendance
16. Utilize Adaptive Schools concepts and strategies to engage students and adults
17. Other responsibilities as assigned at the direction of the Principal

**TERMS OF EMPLOYMENT:**

School year as defined in the written agreement between the Petoskey Board of Education and the Petoskey Education Association.

**EVALUATION:**

Performance will be evaluated in accordance with the policy of the Board of Education and the Master Agreement between the Petoskey Board of Education and the Petoskey Education Association.

**Updated: 2.9.2021**