



## **Columbia School District**

11775 Hewitt Rd. Brooklyn, MI 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641

November 8, 2017

### **Notice of Opening for 2017/2018 School Year Secondary Special Education Teacher**

#### Qualifications

Possession of a bachelor's degree in secondary special education and valid special education credentials from the State of Michigan  
Excellent communication skills, both oral and written  
Student focused approach  
High degree of flexibility  
Ability to work well in fast paced environment  
Team player

#### Job Description

Employees in this job function as professional special education teacher, completing a variety of assignments to teach regular or special subjects.

#### Various Duties

- ✚ The teacher will perform a full range of professional special education.
- ✚ Teaching assignments in a full-functioning capacity.
- ✚ Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs.
- ✚ Selects appropriate texts, learning aids, materials, and supplies.
- ✚ Creates and maintains student records, and prepares reports relative to the work.
- ✚ Performs related work as assigned.
- ✚ Teaches desirable study, work and recreational habits by providing pupils with opportunities for which they are best suited.
- ✚ Develops suitable curricula and effective teaching methods based on assessment of students' needs.



- ✚ Complete documents, make recommendations and participate in Individualized Education Program (IEP) plans for each student.
- ✚ Prepares, adapts, and delivers instructional material.
- ✚ Follow educational plans for the individual student.
- ✚ Evaluates students' academic and behavioral progress.
- ✚ Participates in teacher training, as required.

**Position will begin January 8, 2018**

Deadline: Wednesday, November 29, 2017 at Noon

Please send a letter of interest, resume, proof of teacher certification, references, copy of transcripts and at least three letters of recommendation to:

Monika Cook, Administrative Assistant  
Columbia School District, 11775 Hewitt Road, Brooklyn, MI 49230  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)