



# Genesee Intermediate School District

## VACANCY NOTICE



May 19, 2022

Posting No. 25284

## Teacher, Early Childhood Special Education

### ABOUT US

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,500 students, their families, and over 13,000 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

### SALARY AND BENEFITS

Certificated Salary Schedule. Genesee Intermediate Educational Association (GIEA). A competitive salary schedule featuring educational pay lanes and steps. Years of service will be considered.

Benefits: We offer five different health insurance plans along with dental, vision, life and disability insurance after one full day of employment. Employees shall be subject to the co-payment of health care costs in accordance with state law.

### WORK LOCATION AND SCHEDULE

Early Childhood Programs and Services  
5089 Pilgrim Rd, Flint, Michigan 48507

Schedule averages 7 hours per day, Balanced Calendar.

### ROLE AND ESSENTIAL DUTIES

The Teacher, Early Childhood Special Education supports the vision and mission of the Genesee Intermediate School District by taking responsibility for the instructional programs and implementation of activities for the students in the assigned classroom. This individual will also be responsible for the coordination of the activities of the assigned paraprofessional and support staff providing services for students in the assigned area.

### QUALIFICATIONS AND EXPERIENCE

Required: Bachelor's degree and a Valid Michigan teacher's certificate with at least one endorsement in special education and either of the following: ZA or ZS/Early Childhood Education endorsement.

Preferred: Demonstrated successful teaching experience with infants and toddlers with disabilities desirable.

### DEADLINE

Internal applications accepted through May 25, 2022. External applications accepted until the position is filled.

**FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL DUTIES AND APPLY ONLINE AT: [HTTP://BIT.LY/GISDJOBS](http://bit.ly/GISDJOBS)**



Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

**Job Title: Teacher, Early Childhood Special Education**

### **Job Summary:**

The Teacher, Early Childhood Special Education is responsible for the instructional program and the coordination and implementation of the learning activities for the students in the assigned area of responsibility, this is conducted in a classroom setting. The teacher is responsible for coordination of the instructional activities of the para-educator and of support staff services for students assigned to the classroom.

### **Essential Duties (May include, but not limited to):**

1. Evaluates students with developmental instruments at regular intervals.
2. Develops and monitors performance goals and objectives for each student.  
Coordinates and implements developmental program to meet each student's individual needs in the classroom and/or natural environment.
3. Assesses student achievement and develops instructional strategies to meet individual educational needs of the students in the assigned area of responsibility.
4. Communicates with parents/guardians/care providers and implements parent activities relating to student's developmental needs.
5. Prepares MET and other reports for assigned students.
6. Attends and participates in Multidisciplinary Evaluation Team (MET), Individualized Family Service Plan (IFSP) and Individualized Education Planning Team (IEPT) meetings.
7. Assists in scheduling, preparation and coordination of IFSP/IEPT meetings.
8. Works cooperatively and communicates with district and constituent district staff and parents/guardians.
9. Uses community resources effectively to assist needs of family.
10. Maintains accurate attendance records and appropriate reports.
11. Participates in the implementation of health care procedures in accordance with administrative operating procedures.
12. Participates in the development and implementation of behavior improvement plans in the assigned area of responsibility in accordance with administrative operating procedures.
13. Prepares daily lesson plans following developmental guidelines and those items specified in the student's IEPT.

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### **Essential Duties (Continued):**

14. Coordinates the activities of support staff and aides providing services to students in the assigned area.
15. Participates in staff meetings, in-service activities, staff development/special program, school improvement teams and planning committees as appropriate to the assignment.
16. Logs services as delivered to individual students and submits Medicaid service logs in a timely manner.
17. Consults, counsels and collaborates with parents, school personnel, students and appropriate community agencies regarding behavioral and educational concerns developed in a multi-tiered system of support.
18. Consistently models Win-Win leadership.

### **Other Duties:**

1. May develop and direct parent involvement programs.
2. Coordinates the preparation of bulletin boards, duplication of instructional materials and other materials preparation activities as required in the assigned area of responsibility.
3. Represents the district on various community agencies and professional organizations as appropriate to the assigned area.
4. Provides information to the building principal related to the annual development and updates of budget.
5. Drives to and from community-based instructional sites.
6. Performs other duties as assigned.

### **Qualifications:**

#### **Education:**

Bachelor's degree required. Valid Michigan teacher certificate required with at least one endorsement in special education AND either of the following: a ZA endorsement or a major or minor in early childhood education/child growth and development as recommended by an approved college/university will also meet requirements. A teaching endorsement with a ZS or ZN/Early Childhood Education endorsement is also acceptable.

#### **Experience:**

Demonstrated successful experience teaching infants and toddlers with disabilities desirable. Successful experiences working with parents of children with disabilities.

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### **Qualifications (Continued):**

#### **Skills/Other:**

Must meet State of Michigan Department of Human Services Child Abuse and Neglect Central Registry Clearance as applicable. Ability to explain and demonstrate appropriate teaching techniques. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Demonstrates initiative and understanding in working with students, staff and parents/guardians. Ability to work creatively and skillfully with students. Demonstrated physical stamina necessary for assisting with lifting and moving students up to 7 years of age; repetitive stooping, squatting, bending, lifting, walking, kneeling and reaching while maintaining personal balance and stability; implementing behavior intervention plans; and performing the essential job duties. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team. Exhibit emotional stability, exercise good judgment and make decisions in accordance with board policies and administrative guidelines with minimum supervision.

#### **Special Job Considerations:**

Certification: Required

Type of Certification: Teacher

Bargaining Unit: GIEA

Salary Schedule: Certificated Salary Schedule

Immediate Supervisor: Principal of Early Childhood Programs and Services

Supervision: None

Date: November 2, 2007, March 23, 2010, June 25, 2012, August 18, 2015, March 23, 2016, September 30, 2016, November 13, 2019, April 12, 2023

Approved: TLH: cs

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