



**Stephen J. McNew, Ed.D., Superintendent**  
Monroe County Intermediate School District  
1101 S. Raisinville Road  
Monroe, Michigan 48161-9047

*Preparing today's students for tomorrow's world.*

[www.monroeisd.us](http://www.monroeisd.us)

## POSITION POSTING #4764

**Posting Date:** March 5, 2024

**Position Title:** Special Education Teacher – Local-Based – Elementary

**Location:** Custer Elementary

**Reports To:** Special Education Program Supervisor/Regional Director

**Salary/Benefits:** According to Master Agreement with the MCIEA: [Click Here](#)

**Available:** August 14, 2024. Full-time, school year position

**Schedule:** 8:00 a.m. - 3:30 p.m. Monday - Friday  
Work schedule based on district calendar

**FLSA Status:** Exempt

**Closing Date:** Until Filled

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### Job Summary:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Essential Duties:

- Develop and implement individualized and whole group instruction programs.
- Provide ongoing and periodic evaluations of student's progress and make recommendations concerning curriculum areas to be emphasized and required accommodations.
- Develop and maintain an appropriate relationship with parents and inform them of student's progress.
- Maintain a safe and orderly environment, which may include monitoring specific health concerns of students in the classroom and teach acceptable social behavior.
- Plan curriculum, lessons, behavior plans and special education programs and teaching methods.
- Align goals and objectives from individual students to meet the needs of all students.
- Use data-based decision making to problem solve challenging situations.
- Evaluate student progress based on observations, data, and assessments, determine goals, objectives and directions.



- Prepare report cards, educational records, IEP procedures, data collection, behavior plans, classroom observation records and other forms.
- Develop and maintain an appropriate relationship with parents and inform them of student's progress.
- Maintain an appropriate record-keeping system.
- Use technology to track student progress, prepare written reports, implement IEPs, and record progress.
- Attend staff and district meetings and trainings as required.
- Monitor student progress in the school environment including academic achievement and behaviors.
- Provide supervision and direction to teacher aide. Organize and plan activities for teacher aide.
- Participate in extracurricular activities that are a part of the total educational experience for all children.
- Conduct IEPs and MET meetings when appropriate.
- Coordinate and collaborate with other staff for services.
- Participate in school committees designed to improve/enhance the overall program.
- Participate in physical management of students.
- Transport students on occasion using district vehicle.
- Must have valid driver's license and reliable, daily transportation.
- Maintain regular, predictable in-person attendance.
- Follow work rules.
- Adhere to MCISD Guidelines and Policies.
- Assume other duties as assigned by the program supervisor/regional director.

#### **EDUCATION:**

- Bachelor's Degree minimum and valid Michigan Teaching Certificate with Special Education endorsement.
- Must demonstrate content knowledge by taking and passing the Elementary Education #83 or #103 MTTC or similar out-of-state multi-subject state exam.

#### **EXPERIENCE:**

- One-year classroom teaching experience preferred.
- Experience with behavior disorders preferred.
- Experience in supervision and/or direction of non-certified personnel required.
- Experience handling student with challenging behaviors.
- Experience in teaching social skills.

#### **SKILLS/OTHER:**

- Ability to apply current research and theory to instruction.
- Ability to work with individuals and groups.
- Ability to work in team environment.
- Ability to communicate orally and in writing.



- Demonstrated understanding of and initiative to work with students, staff, and parents.
- Ability and knowledge of technology, such as SmartBoard, applications, Microsoft Office Suite.
- Knowledge of special education law.

**Criminal History Check:** Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$43.25 is the responsibility of the applicant.

**Working Conditions:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently walking and standing. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision such as reading typewritten material. The employee may occasionally lift up to 50 pounds such as student equipment and wheelchairs. The employee will be required to physically manage students.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential functions.
- The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students.

**Application Procedure:** All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)

**Contact Information:** Monroe County Intermediate School District  
Human Resources and Legal Department  
1101 South Raisinville Road  
Monroe, Michigan 48161  
(734) 322-2642 (Application Assistance)  
(734) 322-2640 (Questions about Postings)