

## BAY ARENAC COMMUNITY HIGH SCHOOL

**JOB DESCRIPTION / JOB TITLE:** SPECIAL EDUCATION TEACHER

**RESPONSIBLE TO:** SUPERINTENDENT

### QUALIFICATIONS:

Required: Bachelor's Degree  
Michigan Secondary Teaching Certification with Highly Qualified Status  
in designated teaching assignment  
Ability to work independently as part of an educational team

Desired: Prior experience in an alternative school or institutional  
setting

### RESPONSIBILITIES:

General: The Special Education teacher is responsible for daily planning and  
implementation of instruction for 6 class periods each day. The teacher is  
also responsible for daily classroom routines, supervision and management.

Specific:

1. Manage special education roster
  - Perform testing and evaluations
  - Hold IEPs before deadline
  - Implement goals and objectives for individual students
  - Modify assignments based on individual student needs
  - Work with general education teachers to meet students' needs
  - Communicate with parents on progress
  - Work with ancillary staff (ISD) to provide all necessary services
  - Work with outside community agencies to provide transition services
2. Plan, prepare, implement and evaluate lessons in curriculum areas.
3. Plan, prepare, implement and evaluate lessons in enrichment/elective classes.
4. Effectively manage individual classroom, including setting appropriate limits for students.
5. Establish a safe, structured learning environment with clear expectations and goals.
6. Encourage and motivate students.
7. Maintain regular and consistent contact with parents of enrolled students.
8. Facilitate learning in both the classroom and the community.
9. Participate as a team member in all activities which support students and BACHS.
10. Attend weekly staff meetings.
11. Attend twice yearly parent/teacher conferences.
12. Order specific supplies for classes, remaining within budgetary guidelines.
13. Provide weekly lesson plans to the Superintendent, each Monday morning.
14. Maintain daily grading system; completing grade reports each marking period (grades will be updated for students and parents prior to Monday morning)
15. Maintain accurate attendance records of each class.
16. Complete required professional development training.
17. Participate in graduation and awards ceremonies.
18. Follow all district policies as outlined in the Staff and Student Handbooks.
19. Complete all other duties as assigned by Superintendent/designee.

This is a 38 week salaried position.

5/6/20

ES/lms