



INTERNAL / EXTERNAL Middle School Special Education Teacher

2024-2025 School Year

Qualification Requirements

- Certified Special Education Teacher

Essential Duties and Responsibilities

- Maintain order within the classroom and school with proactive classroom management and a well-organized, rigorous learning environment.
- Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Serve as a role model through actions and behaviors.
- Provides and coordinates an appropriate, positive learning environment with a variety of activities and materials for student intervention and instruction.
- Provides information, resources, and support to families and building staff regarding student needs.
- Collaborate with fellow teachers to create a data-driven, learner-centered, friendly and safe environment.
- Maintain professionalism when interacting with students, parents, community, community agencies and colleagues.
- Set goals for student achievement supported by a viable curriculum and the building school improvement plan.
- Select and use a variety of instructional materials to stimulate learning and meet the needs of all students.
- Demonstrate knowledge of subject matter and the common core standards.
- Develop and administer formative and summative tests, use multiple tools to assess student learning on an ongoing basis, and alter instruction to meet group and individual needs.
- Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicates effectively with students and their parents.
- Develops and implements IEPs, monitors student progress toward IEP goals/objectives, and periodically reports on this progress.
- Serve as an advocate for students' diverse needs.
- Complete all necessary paperwork, as required by law.
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- All other duties assigned by the building principal.
- Regular and reliable attendance.

Salary and Benefits	Salary and benefits are determined by the master agreement and salary is commensurate with experience. Kalkaska Public Schools values its employees, and in an effort to attract and keep talented staff members, the District can offer up to 12 steps on a candidate's experience.	
Deadline	3:00 p.m. on July 5, 2025 or until filled	
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Scott Morey Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: smorey@kpschools.com
Contact Information	Please direct questions to Scott Morey at e-mail smorey@kpschools.com.	
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>		