



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Special Education Resource Room Teacher – Kellogg Elementary

July 19, 2018

### Job Summary:

Under the direction of the principal, the teacher would be working with elementary special education students to achieve excellence.

### Qualifications:

#### Required:

- A. Minimum of BS/BA degree in Education
- B. Possess or be eligible for a valid Michigan teaching certificate as an elementary teacher with endorsements in Special Education
- C. Able to assess and document student progress
- D. Professional in personal conduct and actions
- E. Excellent communication skills
- F. Meets federal *Every Student Succeeds Act* requirements

#### Desired Characteristics:

- A. Experience in working with elementary students.
- B. Experience using technology as an instructional tool in the classroom
- C. Experience in working within a Professional Learning Community
- D. Experience in collaborating in writing common assessments
- E. Knowledge in Microsoft, Word, Excel and PowerPoint
- F. Knowledge of Google, G Suite, and other applications
- G. Successful teaching/coaching of special education students

#### Duties:

- A. Provide instruction to elementary students
- B. Provide and maintain an orderly classroom environment
- C. Monitor and document student progress through Tienet IEP program
- D. Work independently and cooperatively using a variety of instructional strategies
- E. Ability to plan and organize; excellent work habits
- F. Willing to attend conferences and participate in professional development
- G. Perform other duties as assigned by Administration

#### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

#### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Until filled**

**Start Date: 2018-19 school year**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources  
tkammeraad@gulllakecs.org