



da Vinci Schools Job Description

Job Title:	Special Education Teacher – Primary, Middle School or High School
Reports To:	Primary Principal and/or High School Principal
Employed By:	Board of Directors
Location:	Jackson, MI
Employment Type:	Professional/At-Will/Exempt

JOB SUMMARY

The Special Education Teacher is the expert responsible for providing specialized instruction and services to students with disabilities across the district (Primary and/or High School). This role requires a deep commitment to federal and state compliance, including the meticulous completion of Individualized Education Programs (IEPs) and behavior plans, while ensuring the Least Restrictive Environment (LRE) for all students. The teacher is expected to apply a non-traditional teaching methodology within an extremely kind, respectful, and responsible learning environment and actively collaborate with general education staff and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Support the Lead Teacher in the planning, implementation, and evaluation of the classroom program, including assisting in the development and implementation of interesting, stimulating, and challenging indoor and outdoor daily activities.
 2. Provide instruction and overall direct care for a specific group of children, interacting in a way that conveys respect and nurturing.
 3. Actively play with children, which will often require getting down on the floor to interact with them and support the social and emotional development of children.
 4. Follow and implement the policies and procedures of the Great Start Readiness Program grant and the Bureau of Child Care Licensing.
 5. Ensure and carry out daily/weekly housekeeping chores for the classroom licensing requirements.
 6. Assist in the ongoing program evaluation using the Program Quality Assessment (PQA) and aid in creating meaningful program quality improvement goals and objectives.
 7. Help in the daily operation of the program, including certain clerical and record keeping duties.
 8. Collaborate with the teaching staff to create meaningful child development goals.
 9. Attend (with the lead teacher) two (2) home visits and two (2) parent/teacher conferences annually for every child and family.
 10. Demonstrate behavior that is professional, ethical, and responsible.
 11. Establish positive relationships with parents, staff, and the community.
 12. Actively participate in professional development activities.
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QUALIFICATIONS

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

- **Certification and Education:**
 - Required: Must possess an Associate's Degree (or higher) in Early Childhood, Preschool Education, or Child Development.
 - Must meet all requirements established by the State of Michigan Child Care Licensing Rules.
- **Knowledge, Skills, and Abilities:**
 - Must possess a strong knowledge base in early childhood development, demonstrate the ability to be a keen observer of children, and possess strong compassion for students and consistently value the child.
 - Proven ability to support the implementation of individualized teaching methods according to the child's learning style.
 - Ability to assist in the administration and evaluation of tests and measurements of achievement and child assessment procedures.
 - Demonstrated skill in collaborating effectively with a Lead Teacher, staff, and parents to achieve shared goals.
 - Ability to maintain professional, ethical, and responsible behavior in all daily program operations and interactions.
- **Physical Requirements**
 - Ability to interact with children during gross motor activities (running, jumping, exercising, reaching, bending, crawling, skipping, throwing, hopping).
 - Job requires extended use of a computer.
 - Ability to sit, stand, walk, speak, and listen.
- **Criminal Background Check**
 - Must satisfactorily meet criminal background requirements as outlined in the Michigan Safety Legislation.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.