



**Columbia School District**  
11775 Hewitt Rd. Brooklyn, MI 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641

December 11, 2020

## Notice of Opening for 2020/2021 School Year One Full-Time Secondary Special Education Teacher

### Qualifications

Possession of a bachelor's degree in education and valid special education credentials from the State of Michigan  
Excellent communication skills, both oral and written  
Student focused approach  
High degree of flexibility  
Ability to work well in a fast paced environment  
Team player  
Secondary Math Certification preferred

### Description

Teachers must be highly organized to plan and deliver lessons and to evaluate student work in a timely manner. Teaching requires a great deal of patience, and teachers must be able to present materials in a variety of ways to accommodate different learning styles. They need to be able to communicate well with students, parents and other teachers.

### Various Duties

- ✚ Plan and implement activities to meet the physical, emotional, intellectual and social needs of the students.
- ✚ Develop suitable curricula and effective teaching methods based on assessment if students' needs.

- ✚ Complete documents, make recommendations and participate in Individualized Education Program (IEP) plans for each student.
- ✚ Be familiar with emergency procedures.
- ✚ Prepares, adapts, and delivers instructional material.
- ✚ Help maintain pupil morale and assist in establishment of good school-community relations.
- ✚ Keep parents informed of program expectations, program activities and their child's progress.
- ✚ Participate in public oriented activities related to his/her teaching assignment and building, such as:
  - a. Parent-Teacher meetings and conferences
  - b. Open House
  - c. Public performance of children in plays, concerts, athletic activities, etc.
- ✚ To be available to students before the opening of the pupils' regular school day in the morning and be available in your classroom or building after close of the pupils' regular school day according to negotiated contractual agreement.
- ✚ Assist administration in the implementation of school and board policies.
- ✚ To perform miscellaneous duties from time to time as assigned by the building principal.

### Terms of Employment

Salary, fringe benefits, and working conditions in accordance with the agreement between the Columbia School District Board of Education and the Columbia Education Association.

### Evaluation

Performance will be evaluated per Michigan Department of Education guidelines.

Deadline: Tuesday, January 5, 2021 at 12:00 pm

Send letter of interest to:  
Monika Cook  
Assistant to the Superintendent  
Columbia School District  
11775 Hewitt Rd.  
Brooklyn, MI 49230  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)