

# Baldwin Community Schools



Phone: (231) 745-4791 · Fax: (231) 745-3240

*"Preparing Students for the Promise of Tomorrow"*

## BALDWIN COMMUNITY SCHOOLS JOB POSTING

### SECONDARY SPECIAL EDUCATION TEACHER

#### JOB POSTING

**JOB TITLE:** Secondary Special Education Teacher

**REPORTS TO:** Jr./Sr. High Principal

**JOB FUNCTION:** Responsible for planning, developing, delivering and evaluating appropriate individualized educational services, learning programs and instruction for special needs students in both self-contained and integrated settings in consultation with other school personnel.

**DISTRICT DESCRIPTION:** Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. The district features a diverse population and provides many supports for students, including reduced class sizes, student support specialists, and social and emotional support services. The school district offers a competitive salary schedule, several benefit plan options, and a retirement plan. The vision of Baldwin Community Schools is, "Preparing Students for the Promise of Tomorrow."

#### DUTIES AND EXPECTATIONS:

##### Duties —

1. Identify the needs of assigned students through formal and informal assessments
2. Review referral data, history and assessment data to develop appropriate goals and objectives for each student
3. Confer with general education teachers regarding the educational, social, emotional and physical needs and objectives of each student



4. Plan, develop and implement individualized learning plans for each student
5. Design appropriate teaching strategies
6. Prepare instructional materials and lesson plans according to Individual Educational Plans (IEPs)
7. Review IEPs with parents, school administrators and general education teachers
8. Utilize appropriate methods of learning delivery and instruction to meet the needs of each student in the Least Restrictive Environment (LRE)
9. Monitor, evaluate and document each student's progress utilizing appropriate measurements and assessment devices
10. Prepare timely progress reports for each student
11. Develop and implement necessary interventions and strategies to promote achievement of student objectives
12. Collaborate and consult with general school personnel regarding the implementation of the IEPs and special educational services
13. Modify and adapt conventional educational programs and curriculum to meet the requirements of special needs students
14. Maintain regular communication with parents by means of email, phone calls, conferences and progress reports
15. Assist parents with understanding and supporting educational objectives, learning expectations and behavioral standards
16. Ensure adherence to reasonable rules of classroom discipline and order to maintain a secure and effective learning environment
17. Manage student behavior through monitoring, supervising and assessing behavioral patterns
18. Utilize appropriate corrective methods to modify behavior
19. Develop and implement Behavioral Intervention Plans (BIPs) where necessary
20. Instruct students on socially acceptable behaviors and personal development skills
21. Prepare special needs students for inclusion and transition to mainstream
22. Maintain accurate and complete records in compliance with school district regulations and legal requirements
23. Maintain a current knowledge of special education best practices and trends

**This individual —**



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1. Organizational and planning skills
  2. Collaboration and teamwork
  3. Judgment and decision-making
  4. Creative thinking
  5. Problem-solving
  6. Conflict management and resolution
  7. Appreciation of diversity
  8. Adaptability

#### **Essential Competencies —**

- Bachelor's degree in the appropriate field
- Valid Michigan teaching certification
- Special Education endorsements or licensure
- Experience in diagnosing and assessing learning disorders
- Experience in educating special needs students
- Proven effective classroom and student behavior management skills
- Knowledge of current special education practices and methodologies
- Knowledge and understanding of State, local and federal regulations and policies affecting special education
- Working knowledge of educational technology applications

Please send **ONE PDF** file that contains a cover letter, resumé, three references, and all appropriate credential information to [jobs@bcsdmi.com](mailto:jobs@bcsdmi.com). The position will remain open until it is filled. Any questions can be directed to JaNel Williams, Human Resources Specialist at 231-745-4791.