



## **Benzie County Central Schools**

<b>JOB TITLE:</b>	.5 Special Education Teacher – Elementary
<b>REPORTS TO:</b>	Building Principal
<b>JOB FUNCTION:</b>	The Teacher shall serve as the educational leader in the classroom
<b>CERTIFICATIONS &amp; QUALIFICATIONS</b>	<b>Special Education Certification Required</b> <b>Subject Area K-8 Certification Preferred</b>

**DISTRICT DESCRIPTION:** Benzie Central Schools serves over 1,200 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5 and a middle / high school serving grades 6-12. There is also an alternative setting virtual high school.

### **DUTIES AND RESPONSIBILITIES**

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning
- Develop and implement quality IEP's alongside family members and school staff to address needs of students
- Develop schemes of work, lesson plans, and assessments that are in accordance with district provided curriculum. Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support and differentiate instruction
- Establish classroom structures that value positive relationships through intentional implementation of the district curriculum
- Support non-academic needs through the student support network district system in order to remove barriers that may interfere with academic success
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students and utilize information gleaned to adjust teaching strategies
- Maintain accurate and complete records of student progress and development, updating as required by law, district policy, and school regulations
- Prepare required reports on students and activities
- Participate in department, school, district, and parent meetings



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- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and needs
- Establish and communicate clear goals and objectives for all learning activities
- Provide a variety of learning materials and resources for use in educational activities
- Observe and evaluate student performance and development

### **ADDITIONAL QUALIFICATIONS:**

- *The ability to prioritize student learning needs over obstacles and barriers that can stand in the way of necessary change*
- *The strong desire to achieve outstanding results in a short amount of time*
- *The strong desire and ability to build meaningful, caring relationships with students*
- *The skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students are addressed*
- *The ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning*
- *The capacity to rigorously create and sustain a well-orchestrated system of ongoing data collection and analysis to inform a continuously responsive and adaptive system of tiered instruction that is attentive to students' specific academic needs*
- *The capacity to align curriculum, instruction, and assessments while responding to the individual needs of students*
- *The ability to seek out knowledgeable peers, coaches, and administrators for instructional support in a constant quest to deliver the vision of high-quality, subject-specific instruction in every class period every day*

### **PROFESSIONAL QUALIFICATIONS:**

#### **Required:**

- Bachelor's degree or higher in Education
- Valid Michigan Teaching Certificate with Special Education endorsement (candidates willing to become certified in special education may also be considered)
- Valid state licensing to meet Highly Qualified requirements

**Interested applicants should submit an application online and attach materials including a resume and cover letter at <https://northwested.tedk12.com/hire/index.asp>**