



# Athens Area Schools

4320 K Drive South, East Leroy, MI 49051

(269) 729-5427 — [www.athensk12.org](http://www.athensk12.org)

[EAST LEROY ELEMENTARY 269-729-5419](tel:269-729-5419)

## **ATHENS AREA SCHOOLS**

### **JOB POSTING**

TITLE: Secondary Special Education Teacher  
BUILDING: Athens High School  
HOURS: Hours and condition as per contract  
(Number of hours dependent upon enrollment)

Position available for the 2020-2021 school year.

Description: See attached job description.

For detailed job requirements, please contact High School Principal, Joe Huepenbecker at 269.729.5414.

Letters of intent should be sent to:

Joe Huepenbecker, Principal  
Athens High School  
300 E. Holcomb St.  
Athens, MI 49011  
Email: [huepenbeckerj@athensk12.org](mailto:huepenbeckerj@athensk12.org)  
Telephone: 269.729.5414

DEADLINE: Until filled.

Posted: August 10, 2020



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**August 10, 2020**

**POSITION:** Secondary Special Education Teacher  
**LOCATION:** Athens High School  
**REPORTS TO:** Building Principal

## **GENERAL DESCRIPTION:**

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Work in self contained, team, departmental, or itinerant capacity as assigned.

## **QUALIFICATIONS:**

- Must possess a current and valid State of Michigan teaching certification with SM learning disability endorsement included.
- Special education teaching experience in the elementary school setting preferred.
- Master's degree related to the special education field preferred.
- Display a strong knowledge of child development.
- Possess the ability to communicate effectively with community stakeholder groups both verbally and in writing.
- Possess a degree in education related from an accredited institution.
- Demonstrate strong organizational skills.
- Possess ability and willingness to work in a collaborative manner with a variety of individuals.
- Possess the ability to interpret data and plan interventions accordingly.
- Knowledgeable of the child study process.
- Understand and be able to communicate content contained in IDEA and Section 504.
- Be able to effectively create and implement Individual Education Plans.

## **PERFORMANCE RESPONSIBILITIES:**

- Collaborate with students, parents, and other members of staff to develop IEP for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.



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- Conduct assessment of student learning styles and use results to plan for instructional activities. Present subject matter according to guidelines established by IEP.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Plan and supervise assignments for teacher aide(s) and volunteer(s).
- Use technology in the teaching/learning process.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Be a positive role model for students; support the mission of the school district.
- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Effectively manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students (CPI) as necessary.
- Consult with classroom teachers regarding management of student behavior according to IEP. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials as required.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Track and meet all deadlines as related to complying with special education requirements.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Stay informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate fully in faculty meetings and serve on staff committees.
- Maintain confidentiality.
- Other duties as assigned.
- Supervise assigned teacher aide(s).



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## **EDUCATION:**

- Possess a valid State of Michigan teaching certificate.
- Earned a Bachelor's degree from an accredited institution.

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

## **MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

## **PHYSICAL DEMANDS:**

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

## **WORK ENVIRONMENT:**

While performing the duties required by this position, the employee may work indoors or



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outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

## **TERMS OF EMPLOYMENT:**

School year as defined in the written contract between Athens Education Association and Athens Area Schools Board of Education.

## **DEADLINE FOR SUBMISSION OF MATERIALS:**

Until the position is filled.

## **APPLY ONLINE AT:**

<https://www.applitrack.com/calhouncounty/onlineapp/default.aspx>

## **PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:**

Mr. Joe Huepenbecker, High School Principal/Superintendent  
Athens High School  
300 E. Holcomb St.  
Athens, MI 49011  
Telephone: (269) 729-5414

Or send in a PDF attachment via email at: [huepenbeckerj@athensk12.org](mailto:huepenbeckerj@athensk12.org)

*The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.*

*The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.*