



Title: SCI Elementary Teacher – Early Childhood Center (Gaylord, MI)

Reports To: Supervisor of Special Education

FLSA: Exempt

Updated: June 2025

Position Summary

Responsible for planning instruction and adaption of the general/special education curriculum to accommodate students in the learning process. The SCI teacher will function as the case manager for students with individualized education programs (IEPs) and oversee their compliance.

Primary Duties and Responsibilities

(Essential functions in terms of the American's with Disabilities Act)

- Commitment to providing specially designed instruction that is aligned with Michigan State Standards
- Commitment to helping students to access the curriculum and inclusion experiences to the greatest extent possible
- Create a classroom environment that is respectful and conducive to meeting the individualized needs of the students by utilizing Positive Behavior Supports
- Must be trained or willing to be trained in CPI techniques and procedures
- Ability to provide leadership to paraprofessionals through effective scheduling, communication, and leading by example
- Ability to understand how cognitive, physical, sensory, and health-related factors impact student learning and development
- Ability to develop and implement appropriate accommodations and interventions to maximize potential
- Collect and utilize data for instructional planning and informed decision-making
- Assess student achievement and develop instructional strategies to meet the individual educational needs of students
- Ability to maintain a professional relationship and work constructively with parents, students, co-workers, local school personnel, and other agencies
- Abide by all district policies and procedures and demonstrate competencies specified in the Michigan Special Education Rules and Regulations

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Valid Michigan Teaching Certificate with Cognitive Impairment (SA) endorsement is preferred.

Experience: None

Supervisory Responsibilities: Supervise classroom paraprofessionals and students

Certificates, Licenses, or Registrations: Bachelor's Degree

Other Knowledge, Skills, and Abilities:

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

Required:

- Ability to maintain confidentiality with staff, students, and other sensitive information
- Ability to interact with students with developmental delays in a manner appropriate to their age/ability level
- Ability to facilitate, support, and improve the academic learning of students
- Ability to lift students when necessary for transporting and self-care
- Ability to work as part of a highly motivated, interdisciplinary team
- Ability to consistently and reliably perform all duties of the position
- Maintain the emotional stability, physical stamina, and strength necessary to complete the duties of the job
- Timely, regular, and consistent daily attendance is required.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

Work Environment: School setting

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Annual Work Days: 1281 hours during the school year

Salary Scale: Per the COPESD Federation of Teachers Master Contract (found on the COPESD website)

Application Deadline: July 25th, 2025 (or until filled)

Application Procedure: Qualified Applicants may apply in **hard copy or email** with a Resume, Application (found on the COPESD website), and Credentials to:

*Mr. Josh Menkes
Supervisor of Special Education C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: joshm@copesd.org*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.