State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. SPETCHREA69R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** EDUCATION
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** MICHIGAN SCHOOLS FOR THE DEAF (MSD)
4. Civil Service Position Code Description SPECIAL EDUCATION TEACHER-E	**10. Division**
5. Working Title (What the agency calls the position) Classroom Teacher	**11. Section**
6. Name and Position Code Description of Direct Supervisor VERNON, REX W; SCHOOL PRINCIPAL-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor CONTRERAS, JESSICA; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 1235 W. COURT STREET FLINT, MI. / 7:30 AM – 4:00 PM

14. General Summary of Function/Purpose of Position

The Michigan School for the Deaf provides residential and educational programs and services for students who are deaf or hard of hearing. This position functions as a classroom teacher providing quality, research based, direct instruction to students who are deaf or hearing impaired through a variety of modes including ASL and auditory input. This position develops effective styles of classroom management.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **45**

Provide quality, research based, direct instruction to students who are deaf or hearing impaired through a variety of modes including ASL and auditory input. Develop individual goals and evaluate student attainment (grade reporting) and other statistical data as deemed appropriate. Read and implement students' individualized education plans (IEPs).

Individual tasks related to the duty:

- Develop lesson plans that meet the needs of the individual students according to their IEPs.
- Prepare and deliver instructional materials
- Evaluate and complete goal sheets from the current IEP
- Develop goals for new IEPs
- Serve as Service Coordinator for each student assigned, keep records of services to be delivered as mandated by current IEP
- Complete report cards and goal sheets to be filed in central office and sent home quarterly
- Keep accurate data to establish a baseline and be able to show an individual student's growth
- Keep accurate records including, but not limited to: student portfolios, teacher tests, daily attendance, behavior charts.
- Administer tests such as SAT and MI Access (Michigan's alternate assessment) as directed and trained by MSD administration

Duty 2

General Summary: **Percentage:** **45**

Develop and implement a competent, effective style of classroom management including the use of positive behavior support principles, and in special cases, behavior intervention plans so student behavior does not interfere with academic learning and provide classroom management so all students can achieve academically and socially.

Individual tasks related to the duty:

- Actively involved in functional behavior assessments
- Actively involved in student intervention teams
- Participate in development of behavior intervention plans (BIPs) and be fully responsible for the implementation of BIPs
- Train classroom support staff in appropriate implementation of BIPs
- Assume leadership role in development of positive behavior supports climate at MSD

Duty 3

General Summary: **Percentage:** **10**

Other duties directed by MSD Administration.

Individual tasks related to the duty:

- Attend scheduled teacher/staff meetings
- Follow curriculum
- Take yearly Sign Communication Proficiency Interview (SCPI) until mastery level is attained as identified in MSD's Language Policy
- Participate within the total communication philosophy at all times while on MSD campus
- Function as a member of the MSD staff team
- Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independent decisions affecting students:

• Lesson plans

• Appropriate materials for each individual student

• Classroom activities

• Determination of student goals

17. Describe the types of decisions that require the supervisor's review.

• Difficult student behavior problems

• Methods of teaching if unsuccessful with current methods

• When past practice and experience do not provide the answer

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sitting; bending; stooping; standing; walking. Disruptive student behavior may require physical intervention techniques as identified in CPI training.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Duty 1 - 2

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Update PD because it's not in FileNet.

25. What is the function of the work area and how does this position fit into that function?

Michigan Schools for the Deaf provide residential and educational programs and services for students who are deaf and hard of hearing, as well as offering programs and outreach services for students with visual impairment and other areas of low incidence disabilities. This position provides direct instruction to students who are deaf or hard of hearing.

Considerable knowledge of the principles and practices of teaching.

Considerable knowledge of subjects and activities required in the field of specialization.

Considerable knowledge of instructional methods applicable to the field of specialization.

Considerable knowledge of the texts, materials, supplies and equipment necessary in carrying out educational or recreational programs.

Considerable knowledge of current literature, trends and sources of information in the field of education.

Ability to evaluate critically the educational achievements of students and to give assignments according to their interests and ability.

Ability to prepare lesson plans and organize a meaningful instructional program.

Ability to prepare examinations to test the attainment of students.

Ability to interpret the results of tests.

Ability to maintain discipline and to get along well and develop rapport with handicapped children.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Rating upon hire of Intermediate + or better on the Sign Communication Proficiency Interview (SCPI) as administered by the Michigan Schools for the Deaf and a rating of Advanced within 2 years of hire.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor	**Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

AMANDA SATKOWSKI	11/9/2026
Appointing Authority	**Date**