State of Michigan
Civil Service Commission

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

Position Code
1. SCHTCHRE

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)**
4. Civil Service Position Code Description School Teacher-E	**10. Division** Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) School Teacher	**11. Section** Special Education
6. Name and Position Code Description of Direct Supervisor VERNON, REX W; SCHOOL PRINCIPAL-3	**12. Unit** Michigan School for the Deaf
7. Name and Position Code Description of Second Level Supervisor VERNON, REX W; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 1235 W COURT ST FLINT, MI 48503 / Monday - Friday, 7:30 am - 4:00 pm

14. General Summary of Function/Purpose of Position

This position educates children and provides direct classroom instruction at the Michigan School for the Deaf (MSD). This includes, but not limited to, planning the instructional program according to students' individualized education program, developing goals and evaluating student achievement, and developing and implementing student behavior intervention plans. The following duties are meant to be representative, not exhaustive.

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:** **70**

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

Individual tasks related to the duty:

- Delivers research-based instruction with appropriate strategies and materials.
- Evaluates and documents appropriate data to monitor student progress for overall IEP and classroom instruction.
- Administer formal State and classroom Assessments.
- Administer MSD determined assessments and teacher generated tests.
- Administer language and communication assessments quarterly.
- Report results of language and communication assessments quarterly.
- Teaches classes in academic, elective or special subjects within a specific area of special education.
- Prepares, adapts, and deliver instructional materials.
- Develops suitable curricula and effective teaching methods.
- Evaluates students' academic and behavior progress.
- Develops educational plans for individual students.
- Creates and maintains student records and prepares reports relative to the work.
- Maintains records and prepares reports/correspondence related to work.
- Provide interventions, strategies and systematic, purposeful instruction at student's instructional level.
- Implement interventions based on student assessments and evaluations.
- Develop the communication and self-advocacy skills of individual deaf and hard-of -hearing students.
- Use technology to assist with creating and managing the learning environment.

Duty 2

General Summary: **Percentage:** **20**

Develop and implement a competent, effective style of classroom management including the use of positive behavior support principles, and 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.
• Develop and implement behavior intervention plans (BIPs).
• Provide supervision and training of classroom support staff. (interventions, BIPS, PBIS, etc.)
• Implement positive behavior intervention and supports (PBIS) at MSD with fidelity.
• Supervises and maintains discipline in the classroom.

Duty 3

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

Other duties directed by MSD Administration.

Individual tasks related to the duty:

• Conduct parent conferences, as necessary.
• Plan and supervise the functions of aides, as appropriate.
• Establish and maintain a positive atmosphere in working with administration and staff in order that this atmosphere. may be carried over for the Deaf/Hard of Hearing student.
• Develop and maintain positive working relationships with administration, staff, students, families and the community.
• Attend/participate in meetings, professional developments/trainings not limited to; staff meetings, school improvement, PBIS, team meetings.
• Yearly evaluation of sign language level as identified in MSD's Language Policy.
• Function as a member of the MSD staff team.
• Display a high degree of self-motivation and willingness to adapt to changes.

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

• Unit/daily plans.
• Strategies and individualized instruction for each student.
• Determination of ability-based goals based on Present Level of Academic and Achievement Functional Performance (PLAAFP).
• Manage student behaviors in classroom.

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?

This position educates children and provides direct classroom instruction at the Michigan School for the Deaf (MSD). This includes, but not limited to, planning the instructional program according to students' individualized education program, developing goals and evaluating student achievement, and developing and implementing student behavior intervention plans. The following duties are meant to be representative, not exhaustive.

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

New position.

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

Michigan School for the Deaf provides 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.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in a field of education or education accepted by the Michigan Department of Education for a teaching certificate.

EXPERIENCE:

School Teacher P11
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the principles and practices of teaching.
- Considerable knowledge of subjects in the field of arts and sciences.
- Considerable knowledge of techniques applicable in conducting classes for children and adults.
- Considerable knowledge of texts, materials, supplies and equipment.
- Ability to formulate courses of study and select instruction aids.
- Ability to prepare lesson plans, conduct classes, construct tests, and interpret test results.
- Ability to evaluate the ability, progress, behavior, and attitudes of students.
- Ability to maintain discipline.
- Ability to maintain the interest and cooperation of the maladjusted.
- 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.
- Ability to communicate effectively in both English and American Sign language.
- Ability to communicate using Sign Language as prescribed and measured by the ASL Assessment administered by the Michigan School for the Deaf.
- Ability to use current computerized technology related to position responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan teaching certificate.
Valid First Aide/CPR certification as required for teaching certificate.
Rating upon hire of 3+ or better on the sign language evaluation (ASLPI) as administered by the Michigan Schools for the Deaf and a rating of ASLPI 4+ after 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.

NA.

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

DANIEL CLARK | 4/24/2025

Appointing Authority | **Date**

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.

Employee | **Date**