

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. SPETCHREA05R
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-WRPH
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Child and Adolescent Services
<b>4. Civil Service Position Code Description</b> SPECIAL EDUCATION TEACHER-E	<b>10. Division</b> School
<b>5. Working Title (What the agency calls the position)</b> Special Education Teacher	<b>11. Section</b> Special Education
<b>6. Name and Position Code Description of Direct Supervisor</b> Latisha Young; School Principal	<b>12. Unit</b> Teachers
<b>7. Name and Position Code Description of Second Level Supervisor</b> Mary Solky, Senior Executive Hospital Director	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd Westland MI 48186 / 7:30 am - 4:30 pm
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for conducting and maintaining a high quality, comprehensive K-12 educational program for seriously impaired children in a classroom and/or one-to-one setting. Position provides classroom and/or individual instruction, prepares Individualized Education Programs (IEP), group lessons, and curriculum. Position is also responsible for writing education progress reports and record keeping as required by the State of Michigan.	

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: 56**

Classroom and/or individual instruction

**Individual tasks related to the duty:**

- Teaching basic core subjects to individual students
- Teaching in the content areas to whole groups as needed
- Dealing with behavior problems
- Assisting in special activities
- Supervising play
- Other duties as assigned

**Duty 2**

**General Summary:** **Percentage: 24**

Preparation for instruction

**Individual tasks related to the duty:**

- Writing of IEP and establishment of goals and objectives
- Preparation of individual and group lessons
- Recording assignments
- Preparation of teacher created materials
- Evaluation of student progress
- General curriculum development and planning
- Reviewing, selecting and ordering new materials
- Consulting with team members
- Providing lesson plans during an absence

**Duty 3**

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

Reporting and record keeping

**Individual tasks related to the duty:**

- Write monthly education progress reports
- Assign grades for report cards on a quarterly basis
- Write final school evaluation
- Keep attendance records

**Duty 4**

**General Summary:** **Percentage: 8**

Serves as a member of the treatment team.

**Individual tasks related to the duty:**

- Prepare for and attend MET/IEPT, IPOS, living area and department staff meetings
- Consult with therapists, social workers, doctors and nursing
- Prepare for and attend ad hoc or standing committee meetings as assigned
- Read education files from sending schools and medical charts as needed

**Duty 5**

**General Summary:** **Percentage: 2**

Professional growth

**Individual tasks related to the duty:**

- Attend in-service training, professional seminars and conferences
- Supervise student teachers
- Share information with colleagues

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

Development of goals and objectives, lessons and plans, evaluation of progress, and assignment of grades

Development of behavioral management expectations and programs for students

Review and order new materials

These decisions affect students and fellow teachers

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

Student teacher evaluations

Ordering of new materials

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, standing, walking, carrying, stretching, stooping, climbing, and kneeling. Exposure to students with communicable diseases. Exposure to physical plant hazards such as water damage and dust.

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?

The special education teacher is required to establish a program that encourages the development of positive group and individual attitudes and each child's individual academic potential. This necessitates teacher involvement in an ongoing investigation and evaluation of new ideas in curriculum and materials. The teacher invests heavily in developing corrective interpersonal relationships with pupils and is expected to be an appropriate adult figure for child identification and modeling. In a multidiscipline treatment center, the teacher is expected to learn to function effectively as part of a fully integrated treatment milieu.

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

No PD on file.

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

The school at WRPB C&A is designed to provide an appropriate educational experience (group and/or individual) for seriously impaired inpatients. This experience consists of a carefully planned school program that focuses on the growth and development of each child in the affective and cognitive domains.

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 special education or a field of K-12 education.

**EXPERIENCE:**

**Special Education Teacher P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Clinical understanding of severe impairments in children and adolescents

Educational understanding of curriculum and methods for the instruction of special education students

Fundamental instruction skills

Appropriate behavior management skills

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Teaching certificate with an endorsement in at least one special education certification area and designation as a Highly Qualified Teacher

*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.*

PATTI GLENN

6/1/2016

\_\_\_\_\_  
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