



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*May 12, 2025*

*Elementary Special Education Teacher - KES*

## **Qualifications**

- Certified Special Education Teacher

## **Primary Duties & Responsibilities**

- Set goals for student achievement supported by a viable curriculum and the building school improvement plan.
- Work collaboratively with colleagues to ensure student success.
- Serve as an advocate for students' diverse needs.
- Serve as a role model through actions and behaviors.
- Plan daily instructional activities for all students based upon individual students and their needs.
- Select and use a variety of instructional materials to stimulate learning and meet the needs of all students.
- Demonstrate knowledge of subject matter and the common core standards.
- Develop and administer formative and summative tests, use multiple tools to assess student learning on an ongoing basis, and alter instruction to meet group and individual needs.
- Collaborate with fellow teachers to create a data-driven, learner-centered, friendly and safe environment.
- Maintain order within the classroom and school with proactive classroom management and a well-organized, rigorous learning environment.
- Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Maintain professionalism when interacting with students, parents, community, community agencies and colleagues.
- Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicates effectively with students and their parents.
- Stays abreast of current educational trends and best practices as these relate to classroom instruction and effective schools.
- Incorporate and model appropriate use of technology to support instruction and student learning.
- Utilize a curriculum that reflects the diverse educational, cultural and linguistic backgrounds of the students served.
- Develop professional relationships with other agencies and programs.
- Establish and communicate clear objectives for all learning activities.
- Complete all necessary paperwork, as required by law.

## **Compensation**

Determined by the contract.



**Deadline**

3 p.m. on May 16, 2025 or until filled.

**Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).

Please direct questions to Rick Heitmeyer at e-mail [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com). Visit our website at [www.kpschools.com](http://www.kpschools.com) for additional information about Kalkaska Public Schools.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109