



626 Phillips  
Clawson, MI 48017  
248.655.4400  
FAX: 248.655.4422

## INTERNAL/EXTERNAL POSTING

POSTING DATE: March 18, 2024

POSITION: **1.0 SPECIAL EDUCATION RESOURCE ROOM TEACHER**  
Clawson Elementary School

MINIMUM  
QUALIFICATIONS:

- ❖ Valid Michigan Teacher Certification
- ❖ Must meet or exceed the requirements specified within the NCA Standards for Accreditation

REPORTS TO: Director of Special Education and Elementary Principal

PREFERRED  
QUALIFICATIONS:

- ❖ Knowledge of effective data collection techniques
- ❖ Knowledge of positive behavior intervention techniques
- ❖ Understanding of universal supports, accommodations and modifications to general education curriculum
- ❖ Knowledge of Literacy and Reading Interventions

RESPONSIBILITIES:

- ❖ Participate in evaluation of students
- ❖ Coordinate and conducts IEP meetings with parents, student, and staff
- ❖ Maintain classroom lesson plans and student records for attendance, performance, and progress
- ❖ Work collaboratively with team to assure student safety and optimize student learning
- ❖ Work cooperatively with general and special education teachers, interpreting students' needs and supporting the students with special needs within the general education setting
- ❖ Communicate effectively with parents and professional staff members regarding student progress and programming
- ❖ Work as a team with other professional staff members including speech language therapist, occupational therapist, and physical therapist in addressing the unique psychological or academic needs of students
- ❖ Other duties as assigned by Special Education Director or Elementary Principal

STARTING DATE: August 27, 2024

SALARY: Appropriate placement on Clawson Education Association's teacher salary schedule

### APPLICATION PROCEDURE – INTERNAL:

AN **INTERNAL CANDIDATE** is considered to be an employee covered under the **Teacher** bargaining unit. Internal Candidates please submit a letter of interest via [Linda.Gould@clawsonschools.org](mailto:Linda.Gould@clawsonschools.org) by March 25, 2024.

### EXTERNAL CANDIDATE

APPLICATION  
PROCEDURE:



**\*Please apply through Oakland Human Resources Consortium:**  
<https://www.oakland.k12.mi.us/careers>

\*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

APPLICATION  
DEADLINE:

Until Filled (external candidates)

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs services, activities, or employment practices.

#### Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.