

# VASSAR PUBLIC SCHOOLS

Inspire future excellence Learn, Achieve, and Succeed

## NOTICE OF VACANCY

November 2, 2018

**POSITION TITLE:** Special Education Position – Vassar High / Middle School

### **QUALIFICATIONS:**

- Valid Michigan Secondary 6 – 12 Teaching Certification in Special Education
- Additional certification preferred in math or high school sciences but not mandatory
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education  
Criminal background check including fingerprinting required

**REPORTS TO:** High School Principal

### **RESPONSIBILITIES:**

- Provide Special Education for Vassar High / Middle School students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

**SALARY/BENEFITS:** Per Vassar Education Association Master Agreement

**TO APPLY:** Interested persons should email or send cover letter, resume, and credentials to:

Lori Hubbard, Human Resources  
Vassar Schools  
220 Athletic Street  
Vassar, MI 48768

**DEADLINE: November 12, 2018**

### **Statement of Compliance with Federal Law**

The Vassar Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Vassar Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.