

# VACANCY

## 2024-2025 School Year

September 10, 2024

**POSITION:** Elementary School - Special Education Teacher (Full Time 1.0 FTE)

**DEADLINE:** September 20, 2024 or until filled

**APPLY TO:** Superintendent's Office, Armada Area Schools, 74500 Burk Street,  
Armada, MI 48005; Fax 586-784-4268; or email  
ttomayko@armadaschools.org.

*District employees must complete an in-district employee application form (available at school offices)*

**QUALIFICATIONS:** Michigan Certificate – E.I. or L.D or A.S.D. Endorsement

**REPORTS TO:** Building Principal/Special Services Director

**JOB GOAL:** To create a flexible special education program and an environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for physical well-being in accordance with each pupil's ability; to establish good relationships with parents, community, and with other staff members; to work closely with the building counselor and principal to develop a sound program for "at-risk" students; and to willingly serve in other assigned areas as needed.

**PERFORMANCE RESPONSIBILITIES:**

1. Experience with and ability to implement assessments and IEP/MET student data to drive meaningful instruction.
2. Support MTTS process within the building
3. Knowledge of, and commitment to, best practices in comprehensive reading and writing instruction
4. Assist students utilizing a course of study adopted by Armada Area Schools and other appropriate learning activities.
5. Develop lesson plans and instructional materials for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Evaluate pupils' academic, physical, and social growth, keep appropriate records, and prepare progress reports.
7. Communicate positively with parents through conferences and other means to discuss pupils' progress and interpret the school program.

**EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



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Michael G. Musary, Ed.S.  
Superintendent of Schools