

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SPECIAL EDUCATION SUBSTITUTE TEACHER

JOB DESCRIPTION

Employees in this job function in a substitute capacity as professional special education teachers completing a variety of assignments to teach regular or special subjects in state mental health, educational, youth training and detention, or correctional facilities.

There is one classification in this job.

Position Code Title – Special Education Substitute Teacher-E

Special Education Substitute Teacher P11

The employee performs a full range of professional special education substitute teaching assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Special Education Substitute Teachers will receive, throughout their employment, the beginning rate of the School Teacher P11 salary schedule.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Teaches classes at the preschool, primary, elementary or secondary level, in academic, elective or special subjects, within a specific area of special education.

Teaches desirable study, work and recreational habits by providing pupils with opportunities for which they are best suited.

Supervises students in classrooms, school buildings, and social-curricular activities.

Prepares and adapts instructional material.

Supervises and participates in extra-curricular student and staff activities.

Participates in the development of suitable curricula and effective teaching methods.

Provides input to the selection of texts, materials and supplies.

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Participates in teacher training, as required.

Maintains records, and prepares reports, and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of teaching.

Considerable knowledge of subjects and activities required in the field of specialization.

Considerable knowledge of instructional methods applicable to the field of specialization.

Considerable knowledge of the texts, materials, supplies and equipment necessary in carrying out educational or recreational programs.

Considerable knowledge of current literature, trends and sources of information in the field of education.

Ability to evaluate critically the educational achievements of students and to give assignments according to their interests and ability.

Ability to prepare lesson plans and organize a meaningful instructional program.

Ability to prepare examinations to test the attainment of students.

Ability to interpret the results of tests.

Ability to maintain discipline and to get along well and develop rapport with children with disabilities.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorably public relations.

Working Conditions

Some jobs require direct contact with prisoners.

Some jobs are located in correctional facilities and mental health hospitals.

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Physical Requirements

None.

Education

Possession of a bachelor's degree in a field of special education.

Experience

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

Possession of a current Michigan teacher's certificate and endorsement as a teacher of children with disabilities by the State Board of Education; and eligibility for a substitute teaching permit for the current academic year.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SPEDSBTCR

Job Code Description

Special Education Substitute Teacher

Position Title

Special Education Substitute Teacher-E

Position Code

SUBTCHRE

Pay Schedule

W22-059