

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SPECIAL EDUCATION TEACHER**

**JOB DESCRIPTION**

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

There is one classification in this job.

**Position Code Title – Special Education Teacher-E**

**Special Education Teacher P11**

This is the experienced level. The employee performs a full range of professional special education 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.

**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.

Prepares, adapts, and delivers instructional material.

Develops suitable curricula and effective teaching methods based on assessment of students' needs.

Evaluates students' academic and behavioral progress.

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

Develops educational plans for the individual student.

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

Creates and maintains student records, and prepares reports relative to the work.

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Selects appropriate texts, learning aids, materials, and supplies.

Participates in teacher training, as required.

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

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 handicapped children.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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**Working Conditions**

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in special education or a field of K-12 education.

**Experience**

No specific type or amount is required.

**Special Requirements, Licenses, and Certifications**

Possession of current Michigan teaching certificate (or equivalent) with a special education endorsement in autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment.

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**

SPLEDTCHR

**Job Code Description**

Special Education Teacher

**Position Title**

Special Education Teacher-E

**Position Code**

SPETCHRE

**Pay Schedule**

W22-066

ECP Group 2  
Revised 9/18/2008  
JR