

**OFFICE OF HUMAN RESOURCES**

101 PHILLIPS AVENUE
CLAWSON, MI 48017

WWW.CLAWSONSCHOOLS.ORG

INTERNAL/EXTERNAL POSTING

POSTING DATE: January 19, 2026

POSITION: **1.0 SPECIAL EDUCATION TEACHER**

Integrated Center-Based Program - Autism Spectrum Disorder

Clawson Elementary School

REPORTS TO: Director of Special Education and Building Principal

STARTING DATE: Immediately

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

Minimum Qualifications

- Valid Michigan Teacher Certification with Special Education endorsement required
- Valid Autism Spectrum Disorder (SV) Endorsement (consideration will be given to candidates who are in process of receiving the ASD (SV) endorsement)
- Understanding of Autism and universal strategies
- Knowledge of effective data collection techniques

Preferred Qualifications

- Understanding of positive behavior intervention techniques
- Understanding of universal supports, accommodations and modifications to general education curriculum
- Ability to work collaboratively within a team to assure student safety and optimize student learning

Responsibilities

- Participate in the education of students within the Oakland County Integrated Center-Based ASD program, meeting students' individual needs while also working to grow opportunities for students in the school environment.
- Maintain classroom lesson plans and student records for attendance, performance, and progress
- Assume a leadership role in directing the activities of paraprofessional staff
- Works cooperatively with general and special education teachers, interpreting students' needs and supporting the students with special needs within the general education setting
- Communicates effectively with parents and professional staff members regarding student progress and programming
- Coordinates and conducts IEP meetings with parents, Resident district staff, student, and Center-program staff
- Works as a team with other professional staff members including school social work, speech language therapist, occupational therapist, and physical therapist in

- addressing the unique communication, social-emotional, behavioral, or academic needs of students
- Other duties as assigned by Special Education Administration or Building Principal

Essential Physical Functions

- In-person, daily attendance
- Ability to stand, walk, and sit for extended periods is required for instructional activities and movement within the classroom and school
- Significant fine finger dexterity and repetitive movement of hands/wrists for computer use, typing, and data entry
- Ability to move in ways such as reaching, bending, stooping, kneeling, crouching, and crawling
- Pushing and pulling for opening and closing file cabinet drawers, as well as moving office chairs.
- Specific vision abilities, including close vision, distance vision, and the ability to adjust focus - responsible for knowing what is going on in the environment
- The ability to hear in both quiet and noisy environments is necessary.
- Communicating verbally and hearing effectively to interact with staff, students, and parents by telephone and in person
- Ability to lift up to 40 pounds; may require lifting children
- Ability to implement emergency seclusion and restraint procedures, within the constructs of NVCPI training and completing required paperwork in a timely fashion.
- May be exposed to various environmental conditions, including temperature fluctuations, bodily fluids, and general hazards of a school environment
- Directly responsible for the safety and well-being of students, requiring constant supervision and the ability to respond to physical and hygiene needs
- May be exposed to physical contact from students
- Daily computer use
- Activities can include carrying, stretching, and other repetitive physical movements

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Teacher** bargaining contract. Please submit a letter of interest to Melanie.Post@clawsonschools.org by January 23, 2026, 3:00 PM

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <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.

EXTERNAL DEADLINE: Until filled

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.