

INTERNAL/EXTERNAL POSTING

POSTING DATE: September 1, 2026
POSITION: 1.0 SPECIAL EDUCATION RESOURCE ROOM TEACHER
Clawson Elementary School
REPORTS TO: Director of Special Education and Building Principal
STARTING DATE: ASAP
SALARY: Appropriate placement on Clawson Education Association's teacher salary schedule

Preferred Qualifications

- Knowledge of effective data collection techniques
- Knowledge of positive behavior intervention techniques
- Understanding of universal supports, accommodations and modifications to general education curriculum
- Knowledge of Literacy and Reading Interventions

Responsibilities

- Participate in evaluation of students
- Coordinate and conducts IEP meetings with parents, student, and staff
- Maintain classroom lesson plans and student records for attendance, performance, and progress
- Work collaboratively with team to assure student safety and optimize student learning
- Work cooperatively with general and special education teachers, interpreting students' needs and supporting the students with special needs within the general education setting
- Communicate effectively with parents and professional staff members regarding student progress and programming
- Work as a team with other professional staff members including speech language therapist, occupational therapist, and physical therapist in addressing the unique psychological or academic needs of students
- Other duties as assigned by Special Education Director or Building Principal

Essential Physical Functions

- **Standing and walking:** Moving constantly around the resource room to monitor student work, guide small groups, and assist individual learners
- **Bending and stooping:** Kneeling, crouching, or sitting low at student desks to interact at eye level or assist with adaptive technology

- **Reaching and grasping:** Handling specialized learning aids, manipulating supportive devices, and distributing paper or digital instructional tools
- **Lifting supplies:** Frequently lifting, carrying, or moving boxes of books, assistive hardware, and stacked instructional materials weighing at least 25 to 50 pounds
- **Positioning equipment:** Adjusting and moving heavy specialized student desks, sensory tools, or seating configurations
- **Sensory monitoring:** Utilizing clear close/distance vision, visual focus, and active hearing to supervise student activity and communicate effectively in noisy environments

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 September 6, 2026, 4:00 p.m.

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.

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.