



Human Resources & Legal Services

6700 Browns Lake Road

Jackson, MI 49201

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P L E A S E P O S T

TEACHER- EARLY CHILDHOOD EDUCATION (ECSE)

Date Posted: July 31, 2025
Closing Date: August 14, 2025 or Until Filled
Anticipated Start Date: As soon as possible
Department: Special Education
Reports To: Special Education Supervisor

Summary: Provide developmentally appropriate, individualized educational experiences for children from birth to age 6, while building strong partnerships with families. Plan and execute group activities at individual clinic sessions and general group sessions. Instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility by performing the following duties.

Essential Duties and Responsibilities: *An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

1. Case management includes home visits, student recordkeeping, individualized educational planned meetings and conferences, writing goals and performance objectives, progress reports, follow-up on services to coordinate needs, and facilitation of student program transition.
2. Plan individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
3. Develop and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturity.
4. Develop in each pupil an awareness of worth as an individual and their role in their family and community.
5. Encourage pupils to express themselves creatively in art, music, and dramatic play.
6. Provide appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills
7. Cooperate and seek assistance from other professional staff members.
8. Create an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
9. Provide individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills, and development of self-concepts.
10. Plan and coordinate the work of teacher assistants, parents, and volunteers in the classroom and on field trips.
11. Communicate regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences.
12. Interpret and communicate the school program to parents to enhance their understanding of individual student needs and the school's role in supporting their development.

13. Enrich educational programs through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community.
14. Share and interpret these experiences with pupils and parents.
15. Selects and requisitions, instructional aids, supplies, and schedule snacks.
16. Regular and predictable in-person attendance is required for this position.
17. Promotes parent participation and involvement in educational activities provided for their children.

Supervisory Responsibilities: Oversee teacher assistant for instructional purposes. Supervises students in the class.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Required bachelor's degree in special education. Major or minor in early childhood education or child growth and development, as recommended by an approved university. Valid Michigan Teaching Certificate with required early childhood endorsement (ZA or ZS). Pre-school teaching experience is preferred.

Language skills: Ability to read analyze and interpret general business periodicals professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public. Ability to speak clearly and concisely in written and oral communication.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Applicant must be able to work well with students, parents, and as a member of a professional team. Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on a bike or moving/rearranging furniture. Visual requirements include close and distance vision, and depth perception. The role also involves regular computer use, requiring fine motor skills for typing, using a mouse, handling documents, and sorting materials.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually loud and is a standard acceptable level for this environment. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students. The employee is exposed to infections at a greater risk than the average person.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Placement on the Special Education Salary Schedule dependent upon qualifications and experience. New employee starting salary range is \$54,619-\$109,456. Paid health, dental, vision, life and long-term disability insurances, sick and personal business days.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

APPLICATIONS ACCEPTED UNTIL AUGUST 14, 2025 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

Instruction ~ Quality, Creativity and Relevance
Leadership ~ Envisioning, Engaging and Executing
Service ~ Listening, Caring and then Serving
Community ~ Collaboration and Partnerships

We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.