

# Brown City Community Schools

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Neil Kohler, Superintendent of Schools

Tracy Sheldon  
Dir of Business Affairs

Brad Hale  
BCHS Principal

Sean Hagey  
BCES Principal

Cindy Burton  
Dir. Of Athletics

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## Notice of Vacancy-For the 2025-2026 School Year *Special Education Teacher (Internal/External)*

**Position:** Elementary Special Education Classroom Teacher

### **Qualifications/Requirements:**

- Degree or ability to receive certification in Special Education or related educational field, Elementary Education preferred
- Valid Michigan Teaching Certificate
- Experience in policy (IDEA) and/or administration with Special Education Services as outlined in and IEP
- Demonstrated ability to work well in a special education classroom environment
- Demonstrated ability to connect with students and teacher lower elementary content using best practices

### **Essential Duties and Responsibilities (other duties may be assigned):**

- Manage and provide instructional guidance, teaching, and general strategies for a caseload of students
- Develop, write, and help implement IEP's
- Assist teachers to develop and implement program modifications and strategies for all students
- Assist, as needed, with the organization and proper implementation of all paperwork, documentation, and procedures for the IEP process
- Assist with administering assessments and coordinating the special modifications that are required based on student IEP's

### **Compensation:**

- Per collective bargaining agreement with BCFT

### **Deadline:**

The deadline to apply for this posting is March 18, 2025, or Until Filled

### **Application Process:**

Qualified applicants interested in this position should mail or email a letter of interest, resume, transcript, teaching certificate, 2 letters of recommendation, and other credentials to:

**Neil Kohler, Superintendent**  
**Brown City Community Schools**  
**4349 Second St., PO Box 160**  
**Brown City, MI 48416**  
Email: [nkohler@browncityschools.org](mailto:nkohler@browncityschools.org)

*Brown City Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, height, weight, familial status, genetic information or any legally protected characteristic, in its programs and activities, including employment opportunities.*

*In accordance with federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States*

*In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.*