

PLEASE POST

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**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION: Deaf and Hard of Hearing Teacher**

**SALARY: DETERMINED BY UNION CONTRACT**

**REPORTS TO: Special Education Department**

**PURPOSE STATEMENT**

Deaf and Hard of Hearing Teacher performs professional teaching of academic subjects to deaf pupils at the pre-school, elementary or secondary.

**DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by this position.

The principal responsibilities include, but are not limited to:

- Prepares daily and weekly lesson plans;
- Assigns and corrects homework and classroom exercises;
- Utilizes a variety of special instructional equipment;
- Evaluates performance and progress of students;
- Counsels students on academic, personal and/or behavioral problems;
- Administers reading and achievement tests to pupils;
- Confers with parents and members of staff on student's behavior and/or personal problems and school progress;
- Organizes social activities and field trips on occasion;
- Participates in faculty and professional meetings, education conferences and workshops;
- Performs related duties as required.
- Specialized and current knowledge of the subject matter to be taught and the techniques used in area of specialization;
- Specialized knowledge of modern teaching practices and principles utilized in educating deaf students;
- Specialized knowledge of equipment that may be utilized as teaching aids;
- Basic knowledge of audiology, oral rehabilitation and speech pathology;
- Working knowledge of laws, regulations, professional standards and guidelines relating to the deaf;
- Working knowledge of school administrative guidelines and policies;
- Ability to evaluate the performance, skills and progress of a student;
- Ability to include expressive and receptive skills in manual communication;

## **QUALIFICATIONS**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic core program for special needs students consistent with state education code requirements.
- Screening, evaluating, and recommending placements of applicants in the school's special needs deaf and hard of hearing programming.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.

## **EDUCATION AND EXPERIENCE**

Must have a Bachelor's or Master's Degree in Special Education. Previous teaching experience with special needs students who are deaf and hard of hearing is desired. Demonstrate excellent oral and written communications skills. Must comply with Board academic standards for employment as a teacher.

## **EVALUATION**

Performance of this position will be evaluated by the Director or Associate Director of Special Education

## **CERTIFICATION**

Must possess a valid Indiana License in Exceptional Needs: Deaf & Hard of Hearing.

## **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **WORK ENVIRONMENT**

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

### **Required Testing**

- Drug Test

### **Clearances**

- Background Check

### **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted prior to 4:30 p.m., Friday, April 27, 2018 to:**

Gary Community School Corporation  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
Click on "Employment"  
900 Polk Street  
Gary, IN 46406

Human Resources Department  
Certified: April 15, 2020

**EQUAL OPPORTUNITY EMPLOYER**