SPECIAL EDUCATION TEACHER JOB DESCRIPTION

Exemption Status: Exempt; 1.0 FTE
Immediate Supervisor: Director of Special Education & Student Services
On-Campus Hours: 37.5 hours per week

SUMMARY: Teaches by creating a learning environment founded on diversity, equity, and inclusion as well as data-informed best practices for specially designed education. Encourages students to identify their learning strengths and challenges. Provides instruction that integrates cognitive, social, and emotional growth. Establishes compassionate relationships with students and their families; assists students in developing compassion toward themselves and others. Works respectfully and collaboratively with faculty, leadership, and staff.

ESSENTIAL FUNCTIONS:

SPECIAL EDUCATION

- Hold relevant NM Public Education Department licensure for the position (or is eligible to obtain that licensure).
- Be familiar with and adhere to the relevant federal and state statutes and requirements for special education, FERPA, etc.
- Participate in developing, writing, and revising Individualized Education Plans (IEPs) for students; work with students, families, and staff to support and monitor students' progress towards IEP goals; participate in meetings with students, families, and staff as needed.

The Services covered include:

- Specific services according to IEP(s), including hours/frequency of service:
- Scheduling and attending IEP meetings with students and parents/guardians.
- Writing IEPs and progress reports.
- Scheduling check-ins with students as necessary to track progress on IEP goals.

General Services

- Provide consultative/indirect services to teachers, administrators, parents and other service providers.
- Conduct formal and informal assessments to identify the student's exceptionalities as they relate to the educational environment.
- Conduct initial evaluations and complete reevaluations on designated timelines.
- Develop strategies and methods to implement short and long term goals and objectives.
- Provide in-service training upon request.

- Consult with physicians when needed regarding certain specific situations.
- Work within the School's calendar, including all school closings, unless an alternative schedule has been mutually agreed upon.
- Complete necessary reporting and paperwork accurately, succinctly and in a timely manner, including Medicaid billing forms, evaluation reports, Individualized Education Plans (IEP), reporting, and other documentation as required.
- Work collaboratively with other personnel.

EDUCATING STUDENTS

- Cooperates in the development and implementation of the school program of instruction.
- Plans and implements a program of study that meets the needs of our diverse learners,
- Establishes clear objectives for all lessons, assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.
- Employs instructional methods and materials that include multiple forms of digital other technological classroom support equipment.
- Meeting with department professional learning communities to plan curriculum alignment and short cycle assessments.
- Models timeliness, organization, respectful communication, and resolution skills for students.
- Shows commitment to the school's mission, shared values, academic program and student academic outcomes as outlined in the approved charter.

ADDRESSING STUDENT BEHAVIOR

- Maintains school behavioral expectations of appropriate student behavior and consequences to achieve a productive learning atmosphere in the classroom and assists in its maintenance campus wide.
- Provides and maintains a safe and supervised environment in the classroom and on the school grounds.
- Creates a safe classroom environment that is conducive to learning and appropriate for multiple learning styles.
- Understands, contributes to, and participates in conducting Functional Behavioral Assessments and Behavior Intervention Plans for students, as needed.

ASSESSING STUDENT PROGRESS

- Evaluates the learning progress of students on a regular basis using appropriate assessments such as short cycle assessments.
- Provides individualized modifications, accommodations, and interventions as needed for students who are challenged; refers students to student support services as needed.
- Assesses the success of students on a regular basis and provides progress reports as required.
- Reviews Individual Education Plans and other student plans listed on PowerSchool and ensures accommodations are implemented.
- Administers group standardized tests in accordance with the school testing program.

PROFESSIONAL COMMUNICATION

- Establishes and maintains open lines of communication with students and families concerning students' academic, social, and behavioral progress.

- Works with student support teams to assess and support students with health, learning, and behavioral problems
- Attends IEP and family meetings and provides observation and feedback on student progress, learning, and behavior.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.

MANAGEMENT

- Selects and requests appropriate books and instructional materials and maintains required inventory records.
- Provides directions and materials for substitute teachers. Plans for and supervises classroom aides, guests and volunteers.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, school policy and administrative regulations.
- Shares the responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment, and supplies, and reports safety hazards promptly.

UPHOLDS PROFESSIONAL STANDARDS OF CONDUCT

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the New Mexico School for the Arts.
- Safeguards confidentiality of privileged information.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.
- Conforms to New Mexico School for the Arts policies including attendance, absences and evaluations.
- Attendance must be adequate to acceptably perform listed job functions.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making and problem solving skills.
- Self-awareness of implicit bias
- Interpersonal skills with diverse populations.
- Knowledge of computer systems, financial procedures, and legal requirements.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Knowledge of all laws, regulations, and guidelines affecting teachers and students.
- Understanding of equity in education.
- Ability to maintain positive relationships with students, parents, community members and staff.

EDUCATION AND LICENSURE

- Minimum Bachelor's degree.
- Current New Mexico teaching certificate endorsed in the area to be taught (or qualifications to secure such certification/endorsement).

PHYSICAL DEMANDS

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must have the ability to adjust focus on a computer monitor in order to get information from a variety of information systems.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must occasionally work outside.
- The employee must be able to use and move/lift a variety of instructional materials in the classroom.
- The employee must be able to see and hear on a continuous basis as well as speak frequently.
- The employee must be able to move quickly from place to place on occasion over smooth to uneven surfaces.
- The employee must be able to walk through classroom and be able to maneuver tight spaces, e.g. between desks.
- When working with students, the employee may need to kneel, squat, stoop, or bend on an occasional to frequent basis on a given day.

EMOTIONAL DEMANDS

- Manage the repetitive instructional preparation, review, and grading of student assignments without experiencing undue stress (which leads to emotional detachment from the teaching process and to ineffectiveness in the classroom).
- Maintain high emotional energy and display enthusiasm for the subject matter and individual student effort.
- Develop effective coping strategies for dealing with the fatigue and stress of ongoing involvement in teaching, supervising, and monitoring of students.
- Address stressful events created by hostile, confrontational students by remaining calm and listening non-critically, reasoning objectively, and remaining consistent.
- Ensure that out-of-classroom pressures (personal, home, business) do not interfere with overall effective teaching performance.
- Enhance one's professional teaching commitment with punctuality and attendance.
- Realize the need to seek timely professional assistance as necessary to maintain emotional stability and professional standards of conduct.
- Possess emotional openness to constructive feedback from peers, consulting teachers/mentors, and administrators regarding compliance with professional standards.
- Analyze and remedy emotional needs or unresolved conflicts which interfere or preclude adhering to policy, administrative direction or professional standards.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum

requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

REVIEWED:

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Employee Signature Date

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Principal Signature Date