



ALDO LEOPOLD CHARTER SCHOOL

Licensed Special Education Teacher Position Description

JOB TITLE: Special Education Teacher

REPORTS TO: Special Education Director

JOB OR POSITION SUMMARY: Under the direction of the Building Principal and Director of Special Education, the Licensed Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures and functions as IEP Manager to assigned students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods, and principles of learning to enable students to meet their IEP goals.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Schedules team meetings and works cooperatively with support team members and others in developing instructional goals and strategies.
- Serves as primary contact for the parent.
- Provides direction, supervision and evaluation of educational assistants as directed
- Completes all district and state reporting requirements.
- Coordinates the delivery of special education services in each student's IEP.
- Creates a positive learning experience with emphasis in individualized instruction using appropriate sources
- Implements and participates in Experiential Learning curriculum and Outdoor Learning education programs

Other functions of the job include but are not limited to the following:

- Establishes and maintains student control and discipline in the classroom, school premises or during school activities.
- Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with district policies and procedures.

- Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.
- Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
- Performs other comparable duties that are similar in nature or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Minimum B.A/B. S degree from an accredited institution.
- Thorough knowledge of the principles, practices and procedures of special education and specialty areas.
- Thorough knowledge of the principles and methodology of effective teaching of students with disabilities.
- Thorough knowledge of school rules, regulations, and procedures; ability to establish and maintain standards of behavior.
- Ability to deliver and articulate written reports.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with students, parents, staff, administration, and the general public.
- Ability to work with students with behavior and emotional disabilities
- Ability to report to work on a regular and punctual basis.
- Knowledge of relevant technology

LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS:

- Valid New Mexico license with appropriate endorsement(s) for secondary level (high school/middle school) and for the subject(s) taught or be willing to obtain the appropriate endorsements and/or certifications.
- Successful training/teaching experience with middle school level students in the subject(s) specified for the position preferred
- Degree in subject to be taught (i.e., foreign languages, language arts, mathematics, science, history, social studies, etc.) preferred
- Ability to pass state required Background Clearance Report and Disclosure Statement in accordance with state law

PHYSICAL REQUIREMENTS:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additionally physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.