

SPECIAL EDUCATION TEACHER/CASE MANAGER

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Special Education Administrator; Assistant Superintendent of Special Education; Executive Director of Special Education; Building Administrators</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher Salary</i>
Terms of Employment:	<i>7.5 hours / 9 months</i>
Job Goal:	<i>To create an appropriate environment favorable to learning and personal growth; To motivate each student to develop skills, knowledge, and attitudes in accordance with his/her ability; to develop her/his special talents</i>

Minimum Qualifications

- 1. Must possess a Bachelor's and/or Master's degree in education from a regionally accredited college or university.*
- 2. Valid New Mexico Public Education Department (PED) Teaching License.*
- 3. Valid New Mexico Public Education Department (PED) Special Education License.*
- 4. Recommendation from degree-granting institution and/or previous employing Institution.*

Job Duties

- 1. Perform case management responsibilities for assigned caseload, which include but not limited to creating Individual Education Programs (IEP), scheduling IEPs at least annually, provide special education services as per IEP, and provide accommodations/modifications to staff who work with the student.*
- 2. Meet and instruct assigned classes in the location(s) and at times designated.*
- 3. Teach skills, knowledge, and attitudes to students on grade academic level in the curriculum area of assignment, utilizing district curriculum guides prescribed by the Board of Education or other appropriate agencies.*
- 4. Develop lesson plans and supplementary materials compatible with basic instructional philosophy.*
- 5. Provide individualized and small group instruction and establishes a classroom environment in order to adapt the curriculum to the needs of the students with varying*

- intellectual abilities, attitudes, cultural backgrounds, and learning styles.*
- 6. Provide instruction whereby students may develop concepts and appreciation for the course of study, enhancing their ability to make qualitative judgments.*
 - 7. Develop instructional plans appropriate to the student needs.*
 - 8. Evaluate student performance and maintains an accurate written record of each student's individual progress.*
 - 9. Provide for the appropriate development of organizational skills and social/emotional growth.*
 - 10. Identify student needs and cooperates with other professional staff members in helping students solve health, attitudinal, and learning problems.*
 - 11. Utilize technology in planning, developing and implementing instructional objectives.*
 - 12. Establish and maintains standards of student behavior needed to provide an orderly and productive environment and encourage students to take responsibility for their own behavior.*
 - 13. Participate in curriculum planning and program development within the assigned school or division.*
 - 14. Confer, as needed, with parents and other professional staff.*
 - 15. Supervise, as assigned, students' activities during the regular workday.*
 - 16. Assist in implementing all policies and regulations concerning the administration of the Las Cruces Public Schools.*
 - 17. Maintain professional competence through in-service education activities provided by the district, and/or in self-selected professional growth activities.*
 - 18. Exhibit professionalism by maintaining good attendance and adhering to contract hours.*
 - 19. Other duties as assigned within the scope of the assigned position.*
 - 20. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
 - 21. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
 - 22. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
 - 23. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
 - 24. Evenings and weekend work may be required.*
 - 25. Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. Manual and finger dexterity required to operate machines and equipment precisely and*

rapidly

4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name_____

Signature_____ Date_____

Approved By_____ Date_____

