



# Haak'u Community Academy

P.O. Box 545, Acoma, NM  
87034 ▪ 505-552-6077

## VACANCY ANNOUNCEMENT

Job Title: Special Education Teacher

Pay Range: \$DOE/Annually Exempt

*Competitive incentives and salary/ \$2,500 sign-on bonus*

**OPENING DATE: November 1,2022**

**CLOSING DATE: OPEN UNTIL FILLED**

### POSITION PURPOSE

The Special education Teacher works with students in a way that accommodates their individual differences, disabilities, and special needs according to the Individual Disabilities and Education Act (IDEA). Involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, and accessible settings. The Special Education Teacher helps individuals with special needs achieve a higher level of personal self-sufficiency and success in school and in their community, which may not be available if the student were only given access to a typical classroom education.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Teach small groups of students and individuals inside and outside of the classroom
- Prepares and executing lessons and resources
- Assess the students' work done in class
- Develops lessons and activities based on each student's IEP
- Monitor and keeps the IEP up to date for each student with regard to goals, objectives, evaluation, and required reports
- Maintain current information including but not limited to status, progress and attendance on each assigned Special Education student in NASIS
- Cooperates with the Teacher, school support staff and Therapist in assessing and helping students with health, attitude, learning and behavioral problems
- Develop and adapt individualized teaching methods that are suitable for each student
- Use special tools and equipment to stimulate an interesting learning environment
- Collaborate with the child's Teacher to build a better learning environment for the child
- Update parents on their child's progress and provide recommendations to promote a quality learning environment at home
- Other duties as assigned

### MINIMUM QUALIFICATIONS

Experience: 

- Working knowledge of Special Education school-based programs and activities

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Education:

- Bachelor's Degree in Education
- Current New Mexico teaching license in specified field
- Current endorsements dependent upon specific positions may be required

Mandatory Knowledge,  
Skills, Abilities and  
Other Qualifications:

- Ability to communicate effectively to multiple audiences
- Able to perform all tasks identified in this job description
- Positive youth development and effective management techniques
- Demonstrate extensive knowledge in core academic subject matter
- Knowledge of State and District content standards and Core Curriculum
- Ability to build good relationships with children, parents, Teachers and Social Workers
- Ability to work well with children from different backgrounds who have different abilities
- Ability to manage the classroom despite challenging behavior
- Strong written and verbal communication skills
- Compassionate, kind and patient with kids
- Excellent leader and mentor for students
- Strong attention to detail and an inquisitive mind to understand each individual student

## WORK ENVIRONMENT

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal classroom conditions exist, and the noise level in the work environment can vary from moderate to high. Evening, weekend, and/or holiday work may be required. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, stoop, kneel, crouch, crawl, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Tribal Members, employees, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues.

## INDIAN PREFERENCE

Haak'u Community Academy has implemented an Indian Preference Policy. It is the policy of Haak'u Community Academy to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, Haak'u Community Academy shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation 88-352 (78 Stat. 241)

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***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

To apply, email the Department of Education human resources at [hr@haakuca.org](mailto:hr@haakuca.org). All applications will be given consideration, however not all applicants will be called for an interview or contacted. Haak'u Community Academy is a drug free workplace.