



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #02-2024

Opening Date: June 3, 2024
Closing Date: Open until Filled
Position Title: Special Education Teacher
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under the general supervision of the Principal(s), Incumbents are responsible for instructing students in specific grade level subject areas. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum of a Bachelor's Degree from an accredited four-year college. Must hold a current and valid New Mexico teaching license with an endorsement in Special Education. Previous experience in teaching culturally diverse students a plus.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of State of NM Teaching Licensure
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Special Education Teacher
Department: Laguna Elementary/Middle Schools
Reports To: Principal
FLSA Status: Exempt – School Year

SUMMARY

Although under the general supervision of the Principal, this position is independent and the incumbent must exercise discretion and judgment in setting priorities. This is professional work involved in teaching students various academic courses offered in an institutional setting. Incumbents are responsible for instructing students in specific grade level subject areas. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. Incumbents exercise supervision over instructional aides and other helpers. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Teaches subject area(s) according to curriculum guidelines specified by the Laguna Department of Education. Further develops and refines a high-level, challenging curriculum in subject area(s).
- Maintains on-going curriculum evaluation and development to meet the needs of students.
- Collaborates with other faculty in delivery of appropriate instructional approaches, working to serve the various learning styles and needs of LES/LMS students.
- Prepares lesson plans based on NM state standards and benchmarks and student assessment data; assigns, grades, and evaluates lessons. Submits timely lesson plans each week to Special Education Director.
- Paces instruction to effectively cover NM standards and benchmarks for grade level assigned.
- Implements curriculum and instruction in a manner consistent with the Laguna Department of Education's standards and mission, including understanding, modeling and fostering independent thinking skills, creative problem solving, and abstract reasoning.
- Shows empathy for and understanding of students and creates an inclusive, emotionally safe classroom environment conducive to learning.
- Maintains consistently high expectations for all students learning.
- Develops a cooperative partnership with parents and students based on mutual respect and objectivity.
- Facilitates resolution of problems that might arise with students and parents; maintains positive discipline in the classroom utilizing the school-wide positive behavior support system.
- Assesses student performance frequently, objectively and in accordance with LES/LMS assessment timelines; records test results, issues reports on progress, and keeps attendance records.
- Consistently collaborates with instructional team to review assessment data to plan appropriate instruction.
- Utilizes student assessment data to effectively develop individual literacy plans and implements intervention to meet student needs.
- Effectively implements LEP (limited English proficient) strategies in daily classroom instruction.

- Holds parent/student/teacher conferences in a manner consistent with the LES/LMS policy manual and in collaboration with general education and ancillary staff.
- Maintains compliance with all federal, state, district and tribally-mandated regulations.
- Maintains appropriate data collection and special education files.
- Reports identified areas of non-compliance to the Special Education Coordinator.
- Acts as a knowledgeable member of the IEP Team.
- Serves as a case manager for assigned students with IEPs:
 - a. Is thoroughly familiar with all students on his/her caseload.
 - b. Responds to the unique needs of the students, including working with general education staff to insure each student meets goals and objectives.
 - c. Works with general education staff to implement the IEP modifications and accommodations required for success in the general education setting.
 - d. Meets regularly (at least weekly) with general education teacher and paraprofessionals working with students on the caseload.
 - e. Meets with ancillary staff serving students on the caseload at least twice monthly.
 - f. Completes all required paperwork, including but not limited to: IEPs, notice of meetings, consent forms, goals/objectives, progress reports, caseload reports and matrices, requisitions and documentation by due dates set by Special Education Coordinator and in compliance with federal and state regulations.
 - g. Insures that all reevaluations are scheduled in sufficient time for completion in accordance with state and federal guidelines.
- Performs other tasks as may be deemed appropriate and necessary as determined by the IEP, the Principal, the Special Education Director, Instructional Coordinators, and/or Superintendent
- Continues intellectual and professional development and pursues further education.
- Presents LDoE and LES/LMS in a positive light to staff, students, parents and community.

MINOR RESPONSIBILITIES:

- Attends and participates in faculty and professional meetings, staffings, trainings, professional development activities and appropriate organized community events designed to promote collaboration.
- Meets with parents and students for problem solving, counseling, etc.
- Completes accident/illness forms when required
- Completes referrals to Social Services as required by federal, state and tribal law
- Participates in Student Assistance Team when requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with the principal, faculty and office staff, parents, and social services for possible referrals, exchange of information and services, and general problem solving.
- Checks e-mail daily to facilitate effective and timely communication
- Attends and participates in regularly scheduled meetings with staff and faculty to maintain collaborative efforts.
- Preparation of annual, quarterly, monthly, and daily class rosters, attendance and grade reports for Laguna Department of Education and other appropriate agencies.
- Confers with other teachers, school counselor, parents, specialists, and other community agencies on the educational, health, social, and vocational problems of students.
- Engages parents and students in the learning process through frequent and meaningful communication about student progress.

SUPERVISORY RESPONSIBILITIES

May supervise instructional aides, volunteers, or other school helpers.

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.

EDUCATION and/or EXPERIENCE

Minimum of a Bachelor's Degree from an accredited four-year college. Must hold a current and valid New Mexico teaching license with endorsement in Special Education. Previous experience in teaching culturally diverse students a plus.

SKILLS and ABILITIES REQUIRED

- Expert-level mastery of subject area(s)
- Expert-level written and oral skills.
- Demonstrated talent in the instruction of students with varied learning styles and levels of mastery.
- Ability to engage with students in meaningful activities beyond the classroom which extend learning experiences for students (such as coaching, organizing field trips, sponsorship of clubs, events, or community service projects, etc.).
- Strong knowledge of childhood development, brain research and developmentally appropriate practice for school-aged children.
- Ability to employ technology (computer, video, internet, etc.) as appropriate to enhance instruction.
- Ability to act as a positive role model for students.
- Ability to meet face-to-face with students, develop rapport, provide information, counsel, and refer with sensitivity to cultural issues.
- Excellent oral and written communication skills to a diverse group of students, families, professionals, and paraprofessionals.
- Ability to intervene effectively in a crisis.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems) and desktop publishing skills required. Experience in use of multi-media equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

New Mexico teaching certificate for K-12 Special Education as required by the Laguna Department of Education.

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.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee is required to reach with hands

and arms, talk and hear. The incumbent is occasionally required to stoop, kneel, crouch, or bend. Vision abilities required by this job include close and distance vision, and ability to adjust focus and to scan.

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.

The employee will work in a classroom environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Revised 05/23/2012