



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 050-20

OPENING DATE: 01/17/2020

CLOSING DATE: Open Until Filled

POSITION: Special Education Teacher

POSTED: IN/OUT

PAY GRADE: T1,T2,T3

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: Grant Funded

DEPARTMENT: Elementary School

REPORTS TO: Principal/EPA

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Teaches by creating a flexible program and an environment favorable to learning and personal growth; by encouraging students to develop skills, attitudes and knowledge needed to obtain a good foundation for continuous growth and development; by providing students with experiences which integrate the affective, cognitive and psychomotor dimensions of learning; by establishing effective rapport with students and their parents; by assisting students in developing positive feelings toward themselves and others.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Prepares and implements instruction through daily lesson plans supporting relevant units of study and specific daily objectives.
- Works cooperatively with classroom teachers to create a least restricted environment for students placed in general education classrooms; interpreting the skills and abilities of exceptional students to the classroom teacher and provide assistance to student with regular class assignments.
- Plans and implements a program of study that meets the individual needs, interests and abilities of students.
- Complies with State Department of Education Standards, Common Core Standards, and the Pueblo of Isleta goals and objectives.
- Participates in all Individual Education Plan meetings and ensures the goals are met.

- Guides the learning process toward the achievement of curriculum within the Individual Education Plan goals. Establishes clear objectives for all lessons, assignments, units and projects.
- Administers standardized tests in accordance with the school testing program.
- Maintains order in the classroom in a fair and just manner while supervising students.
- Create and maintain a safe learning environment, where students feel welcome to participate in active learning.
- Teaches students by utilizing appropriate instructional method, techniques, and available resources that provide for academic achievement.
- Provides meaningful learning experiences in assigned subject areas, which develop cognitive, affective and psychomotor skills that are appropriate to the needs and interests of all students in the classroom.
- Evaluates and incorporates instructional programs suitable for both individual and groups of students.
- Assist other professional staff members in resolving the unique psychological or disciplinary problems of each student.
- Assists in the referral process of students in the school's special education programs.
- Initiates and maintains a confidential folder for each special education student as prescribed in the Policies and Procedures for Special Education manual.
- Identify areas of concern for students; seeks assistance of a diagnostician to assess students' abilities; reviews records of these students on a regular basis.
- Establishes and maintains an open line of communication with parent(s)/guardian regarding student.
- Selects and recommends appropriate books and instructional materials while maintaining required inventory records.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate records as required by law, policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life, classroom behavior and conduct.
- Collaborates with staff and support personnel in assessing and assisting students with cognitive, social, emotional or other areas of concern.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Special Education.
- NM Teaching Certificate Level I, II or III in Elementary Education.
- Current endorsements dependent upon specific positions may be required.
- Three years progressive work experience in an elementary special education classroom preferred.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of curriculum development.
- Knowledge of the principles, practices and methods of special education curriculum.
- Knowledge of childhood development, diet, and nutrition guidelines.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in classroom management.
- Skill in preparing reports and correspondence.
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in writing lesson plans and using curriculum guides.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to teach and mentor special education students.
- Ability to apply counseling methods and techniques to improve student achievement.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to supervise and ensure a safe learning environment for children.
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Employee is required to sit, stand and walk.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of up to 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a classroom environment.
- Frequent interaction with students.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.