

# **Eunice Public Schools**

## **Job Description**

**Position:** Special Education Teacher

**Supervisor:** Principal/Director of Special Education

**General Job Description:** Under the leadership of the school principal and Director of Special Education, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings.

### **Qualifications**

1. As set by the NMPED Licensure Bureau and New Mexico State Law.
2. 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.
3. Must be able to pass employment verification and background check.

### **Essential Duties and Responsibilities**

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects objectives to be achieved.
3. Participates in the evaluative process for special education placement as required.
4. Uses Common Core State Standards [CCSS] and district standards to guide instruction and focuses on content mastery for all students.
5. Participates in eligibility, placement and Individualized Education Plan (IEP) team meetings as required.
6. Maintains a "work" folder for each student when appropriate, to document students' progress.
7. Provides appropriate educational program for students.
8. Serves as a consultant to regular classroom teachers for IEP students in regular classrooms.
9. Cooperates with general education classroom teachers and other staff members in planning instructional goals, objectives and methods to be used with students in special education.
10. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and needs and capabilities of the child.

11. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Provides documentation of required modifications and accommodations on a timely basis to all general education classroom staff.
13. Completes all required documentation in a timely manner and according to current local, state and federal guidelines.
14. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
15. Assists in the selection, inventory of books, equipment and other instructional materials.
16. Completes reports and other school related paperwork as required, within stated timelines.
17. Accepts responsibility and arrives punctually for activities and duties as assigned.
18. Works to establish and maintain open lines of communication with students and the parents concerning both the academic and behavioral progress of assigned students.
19. Is actively involved in professional growth activities.
20. Creates an effective classroom environment that is conducive to learning and appropriate to the developmental levels and interests of students within the limits of the resources of the district.
21. Guides the learning process toward the achievement of the IEP goals.
22. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
23. Maintains appropriate emotional stability, physical health, personal appearance and personality.
24. Maintains confidentiality.
25. Demonstrates stated criteria for effective teaching performance.
26. Abides by all district, state and federal laws, policies and procedures.
27. Performs other duties as assigned by supervisor.

### **Evaluation**

Performance Evaluations will be completed annually by the respective Principal with provisions of the NMPED rules and regulations governing the evaluation of Professional Personnel.

## **Physical Requirements**

1. Ability to stand, walk, squat, bend, and climb stairs frequently.
2. Ability to lift up to twenty pounds frequently.
3. Ability to do outside duties in inclement weather.
4. Ability to walk or move long distances from location around the building multiple times each day.
5. Ability to support and stabilize students with physical disabilities.