



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 087-20**

**OPENING DATE: 05/26/2020**

**CLOSING DATE: Open Until Filled**

**POSITION:** Special Education Teacher

**POSTED: IN/OUT**

**PAY GRADE:** T1, T2, T3

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time-Contract

**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.
- 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.