

EARLY CHILDHOOD CASE MANAGER SPECIALIST

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Principal; Special Education Administrator</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher</i>
Terms of Employment:	<i>7.5 hours / 9 months</i>
Job Goal:	<i>To facilitate all special education processes in the early childhood setting. Mentor and support all campus early childhood staff while providing student needs.</i>

Minimum Qualifications

- 1. Must possess a Bachelor's and/or Master's degree in education from a regionally accredited college or university.*
- 2. Valid New Mexico Public Education Department (PED) Special Education license (level two or three)*
- 3. Must have three years of experience teaching students with special needs at the early childhood level*
- 4. Bilingual and Bi-literate in English and Spanish preferred*

Job Duties

- 1. Perform case management responsibilities for assigned caseload, which includes but is not limited to creating Individualized Educational Plans (IEPs), scheduling initial/annual/reevaluation IEPs, provide special education direct instruction/support, and provide accommodations/modifications to staff who work with the student.*
- 2. Develop supplementary materials and collaborate in the modification of lessons to meet the needs of students with varying intellectual abilities, attitudes, cultural backgrounds, and learning styles.*
- 3. Provide individualized and small group instruction and support classroom environments.*
- 4. Adhere to the New Mexico Early Learning Guidelines, FOCUS Essential Elements of Quality, and all Program Standards.*
- 5. Support an instructional program which meets the developmental needs of children (e.g. physical, cognitive, social, and emotional needs) and includes health care, nutrition, safety, and multicultural sensitivity.*
- 6. Gather information regarding student performance and maintain accurate written record of each student's individual progress.*

7. *Display a desire and enthusiasm for working with young children.*
8. *Utilize technology in planning, developing and implementing instructional objectives.*
9. *Participate in program development within the assigned school or division.*
10. *Confer, as needed, with parents and other professional staff.*
11. *Supervise, as assigned, students' activities during the regular workday.*
12. *Assist in implementing all policies and regulations concerning the administration of the Las Cruces Public Schools.*
13. *Maintain professional competence through in-service education activities provided by the district, and/or in self-selected professional growth activities.*
14. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
15. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
16. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
17. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
18. *Evenings and weekend work may be required.*
19. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

.....
I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

| *Approved By* _____ *Date* _____

