



Job Title:	SPECIAL EDUCATION TEACHER/CASE MANAGER
FLSA Status:	Exempt
Supervisor:	Special Student Services Administrator; Assistant Superintendent of Special Student Services; Building Administrators
Salary Schedule:	Certified Teacher Salary
Terms of Employment:	183 days/7.5 hours per day
Job Goal:	To create an appropriate environment favorable to learning and personal growth; To motivate each student to develop skills, knowledge, and attitudes in accordance with his/her ability; to develop her/his special talents

Minimum Qualifications

1. Must possess a Bachelor's and/or Master's degree in education from a regionally accredited college or university.
2. Must possess or eligible for a New Mexico Public Education Department teaching license.
3. Must possess or eligible for a New Mexico Public Education Department special education license.
4. Recommendation from degree-granting institution and/or previous employing Institution.

Performance Responsibilities

1. Performs case management responsibilities for assigned caseload, which include but not limited to creating Individual Education Programs (IEP), scheduling IEPs at least annually, provides special education services as per IEP, and provides accommodations/modifications to staff who work with the student.
2. Meets and instructs assigned classes in the location(s) and at times designated.
3. Teaches skills, knowledge, and attitudes to students on grade academic level in the curriculum area of assignment, utilizing district curriculum guides prescribed by the Board of Education or other appropriate agencies.
4. Develops lesson plans and supplementary materials compatible with basic instructional philosophy.



5. Provides individualized and small group instruction and establishes a classroom environment in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, cultural backgrounds, and learning styles.
6. Provides instruction whereby students may develop concepts and appreciation for the course of study, enhancing their ability to make qualitative judgments.
7. Develops instructional plans appropriate to the student needs.
8. Evaluates student performance and maintains an accurate written record of each student's individual progress.
9. Provides for the appropriate development of organizational skills and social/emotional growth.
10. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitudinal, and learning problems.
11. Utilizes technology in planning, developing and implementing instructional objectives.
12. Establishes and maintains standards of student behavior needed to provide an orderly and productive environment and encourage students to take responsibility for their own behavior.
13. Participates in curriculum planning and program development within the assigned school or division.
14. Confers, as needed, with parents and other professional staff.
15. Supervises, as assigned, students' activities during the regular workday.
16. Assists in implementing all policies and regulations concerning the administration of the Las Cruces Public Schools.
17. Maintains professional competence through in-service education activities provided by the district, and/or in self-selected professional growth activities.
18. Exhibit professionalism by maintaining good attendance and adhering to contact hours.
19. Other duties as assigned within the scope of the assigned position.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

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

WORKER TRAITS

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
- manual and finger dexterity required to operate machines and equipment precisely and rapidly



TERMS OF EMPLOYMENT

Salary and work year according to current schedule.

EVALUATION

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

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

Signature _____ Date _____

Print Name _____

Approved By _____ Date _____