

## **SPECIAL EDUCATION COORDINATOR/CASE MANAGER and INTERVENTIONIST**

### **Salary Schedule:**

Certified Teacher Salary (7.5 hrs/day – 10 Months)

### **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) Teaching License.
3. Valid New Mexico Public Education Department (PED) Special Education License.
4. Bilingual Preferred.

### **Job Duties**

1. Perform case management responsibilities for assigned caseload, which include but not limited to creating Individual Education Programs (IEP), scheduling IEPs at least annually, provide special education services as per IEP, and provide accommodations/modifications to staff who work with the student.
2. Develop lesson plans and supplementary materials compatible with basic instructional philosophy.
3. Provide 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.
4. Provide instruction whereby students may develop concepts and appreciation for the course of study, enhancing their ability to make qualitative judgments.
5. Develop instructional plans appropriate to the student needs.
6. Evaluate student performance and maintains an accurate written record of each student's individual progress.
7. Provide for the appropriate development of organizational skills and social/emotional growth.
8. Identify student needs and cooperates with other professional staff members in helping students solve health, attitudinal, and learning problems.
9. Utilize technology in planning, developing and implementing instructional objectives.
10. Establish and maintains standards of student behavior needed to provide an orderly and productive environment and encourage students to take responsibility for their own behavior.
11. Confer, as needed, with parents and other professional staff.
12. Supervise, as assigned, students' activities during the regular workday.
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 contact hours.
15. Other duties as assigned within the scope of the assigned position.
16. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, Administration, 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.

### **SOFTWARE, EQUIPMENT AND WORK TOOLS**

Various machines and equipment including but not limited to computer, telephone, instructional technology, SIS and other operational software.