



KHA'P'O COMMUNITY SCHOOL

Job Description for Special Education Teacher

Location: Santa Clara Pueblo, NM

Position Start Date:

Point of Contact: Special Education Coordinator - Kimberly Gonzales kgonzales@khapoeducation.org

To Apply: khapoeducation.org/employment

Supervisor: Special Education Coordinator

SCHOOL DESCRIPTION

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

Our Vision:

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

Our Mission:

It is the mission of Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning. For more information visit www.khapoeducation.org.

Position Summary:

- The Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; Evaluates and assesses student progress against instructional goals/objectives; follows State/Federal mandated due process procedures and functions as IEP Manager to assigned students. Teachers are driven by the mission of KCS, values of the community and school, and are committed to the students, parents and community. Teachers are highly encouraged to establish healthy relationships with their student's families, community members, colleagues, and all other stakeholders. Embody and execute the Core Values: Respect, Compassion, Responsibility, Perseverance, Community, and Generosity on a daily basis in all interactions. The Special Education teacher reports to the Special Education Coordinator.

Duties and Responsibilities:

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
- Schedules team meetings and works cooperatively with team members and others in developing annual Individualized Educational Program (IEP) plans.
- Coordinates the delivery of special education services in each student's IEP.
- Serves as primary contact for the parent.
- In collaboration with the Special Education Coordinator, plans assignments and provides direction for special education technicians.
- Completes all reporting requirements.
- Establishes, supports and maintains positive student behavior and discipline in the classroom, school premises or during school activities.
- Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with school policies and procedures.
- Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.
- Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Be a positive role model for students; support the mission and vision of KCS.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Maintain confidentiality.
- Other duties as assigned.

Experience and Qualifications:

The minimum requirements for this job are as follows:

Education/Licensure

- Valid New Mexico Special Education Teaching License Level I or Level II

Skills/Mindsets

- Implement the school's mission, vision and values that supports students academically, physically, emotionally and culturally.
- A desire to learn and grow individually and open to feedback from instructional leaders and colleagues.
- An eagerness to set ambitious and tangible goals and a drive to achieve them.
- Be an open minded, flexible, understanding and respectful team member.
- Develop knowledge of Santa Clara Pueblo, willing to learn and accept cultural norms of the community, and maintain respect for the cultural protocols of the SCP community.

- Highly organized and able to prioritize and complete multiple tasks.
- Commitment to a holistic approach to education.
- Committed to collaborate with staff, community, and families.
- A natural desire to go above and beyond, willing to take initiative on projects and programs as part of a team
- Capable of and comfortable with utilizing new technology in the classroom.
- Believes all students have the ability to learn and provide multiple opportunities for students to achieve through daily differentiated instructional opportunities.
- Honoring different student learning abilities and recognizing various multiple intelligences as modes of applying skills to demonstrate skills mastered including artwork, music, dance.

Preferred Experience

- 3+ years teaching experience preferred
- Demonstrated experience working within Native communities in education areas that promote student centered approaches
- Demonstrated commitment to ensuring students' cultural identities and holistic wellness are centered in their educational experiences

Required Experience

- Minimum requirement of Level I to Level III special education teaching experience
- Experience working with diverse communities and students with diverse learning abilities
- Ability to use Google Suite products (Drive, Docs, Classroom and Meets, etc.)
- Proficiency in Microsoft Suite products (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.

COMPENSATION: Salary and benefits are competitive and dependent upon prior experience.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible candidates that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.