

### **PURPOSE OF POSITION**

To provide required services for identified Special Education students in accordance with their individualized education plan. To provide students with an appropriate Special Education academic program that will prepare them for college-level study; to create a learning environment that will allow students to grow and learn; to set high expectations for success; and to help students develop a positive self-esteem that they will carry the rest of their lives.

### **QUALIFICATIONS AND REQUIREMENTS**

- A Master's Degree in appropriate field of teaching preferred; Bachelor's degree may be acceptable with a strong teaching background.
- Teacher must have valid New Mexico teaching licensure with proper endorsement in assigned teaching areas(s).
- Minimum of three years of successful experience as a Special Education teacher in a secondary school with a predominately American Indian student population.
- A demonstrated mastery of oral and written communication skills and human relations skills.
- Computer literate with working knowledge of common computer platforms and various educational software applications.
- Effective and appropriate communication skills for dealing with Indian communities at the lay and professional level and the general public.
- Evidence of an understanding of secondary school education research and literature in a college preparatory school setting. Basic knowledge, understanding, and respect for the Navajo language, people, and tradition.

#### **Navajo/Indian preference:**

Consideration for employment will be given to Navajo, American Indian or Alaskan tribal member with the required documentation including the necessary qualifications to meet the minimum requirements of the position. The Navajo/Indian Preference law shall apply in all aspects of the position.

### **EMPLOYMENT CLASSIFICATION**

The position is based on 208 contract days.

### **TERM OF EMPLOYMENT**

**Type of Employment:** School Year

*Note: Notwithstanding the above, this position is subject to possible furlough, or reduction in force under NPS, Inc. Personnel Policies, due to unforeseen reductions in program funding that requires such general program changes.*

### **SUPERVISOR**

Primary: Dean of Instruction

**RESPONSIBILITIES AND DUTIES**

1. Supports and efficiently carries out responsibilities in accordance with Navajo Preparatory School, Inc. (NPS) Policies and Procedures.
2. Represents NPS in a manner reflecting professionalism and which enhances community understanding of the program.
3. Secures and protects the confidentiality of NPS, Inc., student and staff personnel information.
4. Supports and implements Navajo Nation Central Accreditation or other applicable school accreditation for college preparatory requirements, standards and the School Improvement Plan.
5. Provides required services for identified Special Education students in accordance with their individualized education plan.
6. Assist the school in developing the Special Education program by developing/refining the SPED program description, policies and procedures, consistent with “No Child Left Behind” laws, the NPS Section 1114 Plan, NPS Policies and Procedures and other applicable policies.
7. Ensure all reports regarding Special Educations are submitted in a timely manner to the BIE, State Education Department, or other appropriate reporting agencies.
8. Engages in college-preparatory curriculum development that challenges students in meaningful and reasonable learning strategies.
9. Develops and maintains records for all Special Education students including the Individual Education Plan (IEP) with goals, objectives and evaluations.
10. Maintains updated records on all assigned students to ensure that all records are kept in compliance with BIA requirements, such as parent permission forms, multidisciplinary notes, IEP’s, attendance records, portfolios, evaluations and any other required reports.
11. Coordinates all Special Education meetings, chairs the Multi-disciplinary Team (MDT) in the identification, referral, placement and evaluation of students and maintains accurate records for all Special Education students.
12. Acts as the resource person for the Teaching staff in the implementation of an appropriate program for student success as it relates to special needs of students.
13. Coordinates services from outside resources, when necessary, and recommends contract services for student diagnostic evaluations and assessments.
14. Attends local workshops that address IDEIA/Special Education services, on behalf of the Navajo Preparatory School, Inc.
15. Engages in developing personal teaching methods and strategies that enhance student learning through a variety of instructional skills that create many paths toward knowledge.
16. Know students’ personally and be sensitive to their strength, weaknesses, and attitudes. Treat students with respect.
17. Submit student count week forms and requisitions in clean copy and in a timely fashion.
18. Guide the learning process of students toward the achievement of curriculum goals and establish clear objectives for all lessons. Students must demonstrate a mastery of knowledge and skills as measured by exams, standardized testing and grade point averages.
19. Implement by instruction and action the School’s philosophy of education. Participate in all in-service trainings.
20. Assess students’ progress on a regular basis and provide progress reports as required.

NAVAJO PREPARATORY SCHOOL, INC.

POSITION DESCRIPTION

Title: Special Education Coordinator

Revised: 07/29/08

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21. Assist the administration in implementing all policies and rules governing student life and conduct, develop reasonable rules of classroom behavior and procedures, and maintain order in the classroom behavior.
22. Communicate with parents and guidance counselor on student progress.
23. Identify students' needs and cooperate with other professional staff members and parents in helping students solve problems.
24. Maintain professional competence through in-service education activities provided by the School and self-selected professional growth activities. Continue to learn the profession by seeking the advice of others and by welcoming constructive criticism.
25. Attend and participate in all regularly scheduled faculty and department meetings, in-service sessions, other required meetings, and all school student activity functions.
26. When necessary, attend all meetings of concern and disciplinary committee meetings that involve students whom you teach or advise.
27. Assists with entrance interviews at least three (3) times per year.
28. Write an article either as an individual or as a 2-3 member team for an educational magazine or present at a State, Regional or National conference once every three years.
29. Perform other tasks and assume other responsibilities as may from time-to-time be assigned by the Dean of Instruction or the Executive Director.

**EVALUATION**

Will be evaluated in accordance with the Navajo Preparatory School Board, Inc. policies and procedures.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date