

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

Position: SPECIAL EDUCATION LIFE SKILLS TEACHER

Supervisor: Principal

**GENERAL JOB DESCRIPTION:** The teacher will provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom. The teacher will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Accurate demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. May assist students with personal hygiene activities such as toileting, diapering and other personal care activities.
11. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
12. Utilize appropriate discipline strategies up to and including safely restraining students.
13. Follow board policies and administrative rules and regulations.
14. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills, and use of Standard English.
15. Manage time appropriately, and cooperate with administration, parents, and co-workers.
16. Prepare for instruction and show written evidence of preparation.
17. Take precautions to protect equipment, materials, and facilities.
18. Maintain accurate and complete records as required by the school district, and reports progress or lack thereof to parents in a timely manner.
19. Attend and participate in faculty meetings, and leave adequate preparations for a substitute.
20. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
21. Use and apply appropriate conflict resolution skills, and report suspected child abuse and neglect.
22. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
23. Adapt the curriculum to meet the needs of individual students.
24. Responsible for students on field/activity trips.

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

25. Use diagnostic data to improve instructional programs, and select, use, and interpret evaluation data.
26. Is available to parents, students, administration, and peers outside the school day, if needed.
27. Attend IEPs as requested, and implement IEP accommodations.
28. Act as a good role model within the context of the school.
29. May supervise educational assistants, practicum students, student teachers, and high school mentor or helper students.
30. Develop and use community and professional resources, and understand and apply learning theories.
31. Accept other responsibilities as deemed necessary by the supervisor, and consistently enforce school rules and policies.
32. Attend and participate in professional development opportunities during and outside the school year.
33. Develop positive relationships with students, parents, and colleagues and administrators.
34. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

### QUALIFICATIONS:

1. Bachelor's Degree
2. A valid New Mexico teaching license with endorsements as needed to be Highly Qualified.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

### SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions and general knowledge of first aid procedures.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. Knowledge of Nonviolent Crisis Intervention and/or CPI strategies and techniques

### EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Must know how to properly operate or be willing to learn to operate all equipment necessary for student success.

### WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

### TERMS OF EMPLOYMENT:

1. FLSA exempt employee.

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description.

Printed Name: \_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor\_\_\_\_\_ Date\_\_\_\_\_