



Position Description
Academic Support/Special Education Teacher
Elementary and Mid School

Purpose: The Academic Support Teacher is responsible for providing educational services for students in grades K-8 who qualify for special education. This teacher is also responsible for supporting school staff and teachers in providing necessary accommodations and modifications for these students.

Report to: Building Principal, Director of Academic Support

Terms of Employment: Employed on a 38 week contract with salary and benefits as approved by the Board of Trustees.

Qualifications:

1. Committed to Christian education and Rehoboth Christian School.
2. Have a bachelor's or master's degree in special education.
3. Licensed to teach special education in New Mexico.
4. Able to relate well to students and discipline students firmly in a respectful way.
5. Able to develop rapport and work well with parents.
6. Communicate consistently and clearly with staff, students, parents, and public school.
7. Skilled in planning and implementing instructional lessons with students.
8. Able to work well with and support General Education teachers and other staff members as they work with students with special needs.
9. Able to recognize learning problems based on observations and testing and to prescribe strategies that enable students to succeed academically.
10. Able to organize volunteer schedules and foster positive relationships with volunteer staff.

Responsibilities:

1. Be responsible for providing quality instruction, including appropriate modifications and accommodations to special education students in grades K-8 in their areas of need and create a culture of acceptance, love, and understanding for all students at Rehoboth Christian School.
2. Elementary School Responsibilities:
 - a. Work with classroom teachers to provide accommodations and modifications in the classroom for special education students
 - b. Provide 1 on 1 or small group Occupational Therapy and Physical Therapy support to students as needed based on ISP goals.

- c. Provide 1 on 1 or small group reading/math support to students as needed based on ISP goals.
 - d. Work with the staff to create, coordinate, and facilitate volunteer schedules. Welcome volunteers and work to incorporate them into our elementary classrooms as appropriate with the support of the counselor, building principal, and elementary staff.
- 3. Middle School Responsibilities:
 - a. Teach the following courses:
 - i. Math Support
 - ii. 6th grade reading Support
 - iii. Push-in to 7/8th grade Communications
 - iv. Academic support class
 - b. Attend mid school staff meetings to help support teachers in providing necessary accommodations and modifications for your students in the general education classroom.
- 4. Integrate Christian values, teachings, and perspectives into all aspects of the instructional program and provide all students with the opportunity to access appropriate academic knowledge in the least restrictive environment.
- 5. Develop goals for Individualized Service Plans (ISP) for each special education student in grades K -8 and keep them updated on a yearly basis.
 - a. Create unique and applicable goals for each student with an ISP
 - b. Include observable benchmarks and quarterly check-ins
 - c. Assist general education teachers in putting these goals into place
 - d. Assess and report on these goals at the annual ISP meeting
- 6. Participate in Annual ISP meetings as a part of the SAT (Student Assistance Team) team and parents as set up by the Director.
- 7. Participate in Circle of Friends as needed
- 8. Connect and collaborate regularly with general education staff, as well as parents and family members of students to create a strong team approach to educating each student on your caseload, as well as students of concern that may be up for evaluation as deemed necessary by SAT team.