



**MONTEZUMA CORTEZ SCHOOL DISTRICT RE-1  
EVERY STUDENT. EVERY DAY.**

**Position:** Exceptional Student Services Teacher Licensed (ESS)

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

We are looking for passionate teachers who are interested in joining a dynamic team of educators dedicated to closing the achievement gap in a high-need, diverse community of learners. We are privileged to serve students from the Ute Mountain Ute Tribe and the Navajo Tribe, which contribute greatly to the cultural richness of our community and schools.

**Position Summary:** The student population associated with this position requires/may require toileting, medical facilitation, feeding, etc. The students may spend all or part of the day in the center-based classroom with some classroom inclusion. Teacher must develop a class environment that is favorable to learning and personal growth for high needs students by establishing effective rapport with pupils, motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability, and to establish good relationships with parents and with other staff members.

**Essential Duties and Responsibilities:**

- Progress monitors IEP goals and generates new goals as needed.
- Facilitates and leads IEP meetings.
- Manage the IEP staffing calendar in cooperation with SJBOCES staff coordinator, special service providers, general education teachers, and parents to ensure that all annuals, triennials, and amendments occur within the timeline required by law. This includes collaborating with the school secretarial staff to ensure that substitutes are available on staffing days so that general education teachers may attend meetings as required by law.
- Develops and implements individual learning and personal care plans for each student.
- Generates and updates the IEP to follow state and federal regulations.
- Collaborates with Support Service professionals to incorporate speech, Physical Therapy, mobility specialists, vision specialists and Occupational Therapy services as needed.
- Guides paraprofessionals within the classroom on which services should be provided and the location of those services.
- Instructs pupils in citizenship and basic subject matter specified in state law and administration regulations and procedures of the school district.

- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil for self and ESS paraprofessionals.
- Communicates regularly with parents outside normal classroom day by means of notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instruction day.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates an environment for learning through functional and attractive displays of interest centers and exhibits of student's work.
- Communicates learning/behavior strategies to necessary parties including teachers and paraprofessionals.
- Facilitate weekly team meetings with paraprofessionals and service providers to plan for ongoing progress/regression.
- Other duties as assigned.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instruction program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents. Skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Candidate Profile**

<p><b>Education and Certification:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (required)</li> <li>• Must hold or qualify for Colorado Teacher License</li> <li>• Must hold or qualify for the special education endorsement on a Colorado Teacher License</li> </ul>
<p><b>Experience and Skills:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of Colorado Content Standards including especially Extended Evidence Outcomes</li> <li>• Understanding of standards, assessment, and curriculum integration</li> <li>• Classroom teaching experience preferred.</li> <li>• Previous work experience with children with severe needs preferred</li> </ul>
<p><b>Culture and Fit:</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality</li> </ul>

**Reports to: Principal**

**Supervisory Responsibility:** None

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the*

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>Vision Demands:</b>	<b>Required</b>
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No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>Noise Level:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

<b>Weight and Force Demands:</b>	<b>Amount of:</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

# NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*