



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

**Position:** Licensed Teacher Secondary

**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 committed to developing a team of effective educators who are dedicated to closing the achievement gap in a high-need, diverse community of learners and this position is critical to meeting that commitment. 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:** Our teachers are the key to our students' success. The role of our teachers is to facilitate a dynamic learning environment that engages all students in a rigorous, joyful educational experience that meets individual needs while holding all students to a high standard of performance.

Our teachers collaborate with each other on an ongoing basis in their quest to continue their development and professional growth. Teachers receive regular observation, coaching, professional development, and support from the principal and other instructional coaches.

**Essential Duties:**

- Creates an effective and engaging learning environment that aligns to school-wide values, behavioral expectations, and positive behavioral support systems.
- Develops and teaches standard-based lessons that provide all students with rigorous instruction aligned to district curriculum.
- Actively participates in weekly teacher-led grade-level professional learning communities.
- Actively participates in the data-driven instruction cycle including regularly utilizing data from formative, interim, and benchmark assessments to evaluate student progress and adjust instruction to ensure all students are making adequate growth.
- Utilizes data to provide individualized support to students through small group instruction and to identify students in need of additional support through the school's MTSS/RtI process.
- Provides leadership and guidance to paraprofessionals and other school intervention staff working in the classroom.
- Proactively communicates with and engages parents and guardians as partners in supporting student educational goals.
- Supports the development of the whole child including providing regular opportunities for social-emotional learning and character education.
- Complies with all applicable state and federal laws and district policies.

**Language Skills:** Demonstrate an understanding of the Colorado state standards for English language arts including the foundations of literacy and how to apply those in practice to support the development of strong literacy skills in students. Ability to deepen student's literacy skills across the curriculum through exposure to fiction and non-fiction

texts, opportunities to practice skills in citing evidence to text, and writing across the curriculum. Ability to effectively present information both orally and in writing and to respond to questions from students, parents, and colleagues.

**Mathematical Skills:** Demonstrate understanding of the Colorado state standards for math including the progression of foundational math skills in elementary and the demonstration of mathematical practices. Ability to engage students in rigorous and dynamic mathematics instruction that utilizes a variety of methods (e.g. modeling, word problems, critiquing the reasoning of others) to move from concrete to conceptual to abstract, building an effective mathematical foundational knowledge to prepare students for middle school and higher math.

**Growth Mindset:** A commitment to continuous improvement including an ability to apply knowledge of current research and educational theory to instructional programming; an ability to receive feedback and reflect on one's own instruction; an ability to interpret and use data to drive changes in instruction; and a desire to engage in ongoing collaboration with colleagues to share and learn best practices.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand for long periods of time, walk around the classroom and school; provide verbal instruction and solicit and hear students' responses as well as demonstrate an ability to read handwritten or typed materials.

The employee is directly responsible for the safety and well-being of students. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally be asked to push or lift up to 50 lbs. Examples of this include lifting boxes of books and/or pushing AV/VCR carts. These physical demands represent those an employee needs to routinely demonstrate while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 for this position. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

**Candidate Profile:**

<b>Education and Certification:</b>	Teacher's License for Colorado (Required) Master's degree (Preferred)
<b>Experience and Skills:</b>	Excellent communication skills Demonstrated excellence in classroom instruction preferred Instructional leadership or coaching experience preferred Experience in Get Better Faster Framework preferred High level of personal organization and planning Technology proficiency in Excel, Word, PowerPoint
<b>Culture and Fit:</b>	Commitment to the mission and values of Montezuma Cortez Re-1 Ambition and desire to grow as a leader Openness to feedback Maintains and models high standards of personal and professional integrity Collaborative practitioner

**Supervisory Duties:** None

**Reports to:** Principal

**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

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

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>
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	

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.*