Clovis Municipal Schools
Job Description

Position: Special Education Liaison

Supervisor: Executive Director of Student Support Services/Assistant Director of Student Support Services

General Job Description: The Special Education Liaison will provide technical assistance, program recommendations, and mentoring to special education teachers.

Essential Duties and Responsibilities

1. Accurately demonstrate knowledge of district curriculum.
2. Demonstrate knowledge of a variety of teaching methods and resources.
3. Communicate verbally and in writing with special education staff on a regular basis.
4. Effectively utilize student assessment techniques to measure student growth.
5. Demonstrate knowledge of effective classroom management strategies.
6. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
7. Demonstrate a willingness to examine and implement change.
8. Work productively with administrators, colleagues, parents, and community members.
9. Follow board policies and administrative rules and regulations.

Additional Duties and Responsibilities:

1. Serve as liaison between Clovis Municipal Schools Special Education Department and assigned school sites.
2. Communicate both verbally and in writing to administrators at assigned school sites regarding policies and procedures specific to Special Education Law and policy.
3. Ensure a working knowledge of Special Education Law.
4. Communicate with special and regular education staff members at assigned schools to provide guidance, mentoring, information and changes to policy and procedures.
5. Provide guidance to special education staff members in the provision of special services to students in accordance with the Individuals with Disabilities Education Act (IDEA).
6. Become familiar with specific duties and responsibilities of ancillary service providers.
7. Serve as Clovis Municipal Schools District expert in the development, implementation, and assessment of Individualized Educational Plans (IEP).
8. Ensure appropriate student goals and objectives.
9. Attend IEP meetings as District Representative when necessary.
11. Conduct Manifestation Determination IEP Meetings.
12. Provide mentoring and training to special education staff members.
14. Provide guidance to teachers in adaptation of curriculum, methods, and materials to meet the unique needs of special education students.
15. Provide case management for students at assigned school sites.
16. Conduct inquiries into concerns of families of special education students.
17. Conduct home visits when necessary to maintain quality communication between special education staff, school site staff, and families.
18. Serve as assistant to the Executive Director of Special Education and the Assistant Director of Student Support Services.
19. Assist in the administration of special education programs at alternative and private sites.
20. Consult with outside agencies when necessary.
21. Serve on district teams and committees.
22. Engage in professional development activities and continuing education.
23. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the Superintendent.

Qualifications:

1. Master’s degree.
2. Sped Pre-K12 license.
3. Valid New Mexico teaching license with endorsements as needed.
4. Such alternatives to the above qualification as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, driving and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work 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 assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

Terms of Employment:

Salary and work year to be established by the Board.

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