American School Foundation of MONTERREY

Job Description

Job Position Title / Name:	Specialist Co-Teacher
Area / Building:	Support Services / ELEM and MSHS
Reports to:	Learning Support Director / Support Services Director
Position Code:	For HR Purposes only.
Elaborated by and date:	Alejandra García Cantú Compensations and Benefits Manager V1 12/ Noviembre / 2025

Position Overview:	The Specialist Co-Teacher works collaboratively with classroom teachers and specialists to support differentiated instruction and inclusive practices across the curriculum. This position provides targeted academic support, designs and implements instructional strategies, and co-teaches lessons to meet the diverse learning needs of students. The Specialist Co-Teacher plays a vital role in advancing ASFM's mission to foster an inclusive, student-centered environment where all learners thrive academically, socially, and emotionally.

Key Responsibilities:	• Collaborate with classroom teachers to plan, deliver, and assess co-taught lessons aligned with grade-level curriculum and student learning goals. • Provide differentiated instruction and small-group or one-on-one support to students requiring enrichment, reinforcement, or accommodations. • Co-design learning experiences that integrate best practices in inclusive education, Universal Design for Learning (UDL), and evidence-based teaching strategies. • Collect and analyze data on student performance to inform instruction and intervention planning. • Support classroom management and promote positive behavior strategies that enhance student engagement and collaboration. • Work with the Learning Support, EAL, or other specialist teams to align goals, share progress, and ensure continuity of services. • Communicate effectively with teachers, parents, and specialists to monitor student growth and adjust support plans as needed. • Participate actively in professional learning communities, divisional meetings, and ongoing training. • Model ASFM's core values and contribute to a culture of respect, equity, and high expectations for all learners.

Interacts and/or collaborates with:	**Internal:** • Classroom Teachers and Teaching Teams • Learning Support and Student Services Teams (Counselors, Psychologists, Therapists) • Grade-Level or Department Coordinators • Division Leadership (Assistant Principals, Principals) • Students and Parents **External:** • Educational consultants or specialists (when approved by ASFM)

American School Foundation of MONTERREY

	• Professional networks related to inclusion, co-teaching, or curriculum innovation

Job Profile:	**Highest Level of Education:** • Bachelor's degree in Education, Special Education, or a related field (required). • Master's degree in Education, Curriculum & Instruction, or Special Education (preferred). **Experience:** • Minimum of 3 years of teaching experience, preferably in an international or bilingual school. • Experience with co-teaching models, inclusion, or specialized instructional support. **Knowledge and Skills:** • Strong understanding of differentiation, UDL, and evidence-based instructional strategies. • Knowledge of child development and diverse learning profiles. • Proficiency in collaborative lesson planning, data analysis, and formative assessment. • Strong communication, interpersonal, and problem-solving skills. • English fluency required; Spanish proficiency desirable. **Key Competencies:** • Collaborative and flexible approach to teaching and learning. • Empathy, patience, and cultural sensitivity. • Commitment to continuous professional growth and reflective practice. • Ability to foster a supportive, inclusive classroom environment. • Organizational skills and attention to detail. **Certifications or Credentials:** • Valid teaching credential or license (required). • Additional certification in Special Education, EAL, or Learning Support (desirable). • Child protection and safeguarding certification (required upon employment).

Work environment and conditions:	• Full-time, school-year position within the assigned division. • Co-teaching takes place in classroom and small-group settings. • Regular school hours with occasional meetings, professional development, or family engagement events outside standard hours. • Active role requiring movement between classrooms and collaboration across teams.