



## Job Description

### Teacher – Early Childhood Special Education

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 185 Days

**Experience Required:** Prior teaching experience preferred.

**Minimum Education Requirements:** Bachelor's Degree in a related field.

**Department:** Teacher.

**Direct Supervisor:** Building Principal.

**Primary Work Location:** School setting.

**Certification:** Proper Certificate in related field.

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**Job Summary:** Provide support to the instructional process by serving as a teacher with the specific responsibility for developing special education students' success in communication, social interaction, independent functioning and academic achievement.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise students and manage behavior to provide a safe learning environment.
- Develop lesson plans and differentiate group and individual instruction within established curriculum guidelines to meet the individual needs of assigned students.
- Instruct students for the purpose of improving their success in communication, social interaction, independent functioning, and academic achievement through a designed course of study.
- Collaborate with related service providers regarding student progress and to ensure that services are provided in accordance with IEPs.
- Collaborate with general education teachers regarding instructional issues and student progress, and to ensure that classroom accommodations and modifications are being provided in accordance with IEPs.
- Schedule and facilitate Individualized Education Program (IEP) meetings, Review of Existing Data meetings, and Eligibility Determination meetings, as assigned, in accordance with district procedures.
- Communicate regularly with students and parents regarding instructional programs and student progress.
- Collect, maintain, and interpret student progress data to make program-planning recommendations leading to attainment of goals and improved student achievement.
- Maintain appropriate special education documentation for the purpose of providing up to date information and records in accordance with established guidelines and legal requirements.
- Conduct Functional Behavior Assessments (FBAs), develop and implement Behavior Intervention Plans (BIPs), as needed.
- Administer developmental testing, district assessments, or state assessments to assess student competency levels and identify learning objectives.
- Attend and participate in special education team meetings.
- Follow all Head Start, NAEYC, and IDEA Special Education guidelines.



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- Conduct home visits.
- Input DRDP data weekly and rate data three (3) times per year.
- Perform related work as required.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Special education eligibility criteria and procedural requirements of Individuals with Disabilities Education Act (IDEA).
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

#### **Skills**

- Strong written and oral communications and relational skills.
- Social Perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### **Abilities**

- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Teach in a blended classroom teaching both as an ECSE and EC teacher.
- Supervise paraprofessionals to effectively meet the needs of students and provide a safe learning environment.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- May be required to work outdoors for special events depending on assignment.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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#### **Signatures / Date**

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



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*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date