

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

**PRESCHOOL SPECIAL EDUCATION TEACHER CHILD AND FAMILY ENGAGEMENT
11 Month**

POSITION: Preschool Special Education Teacher Child and Family Engagement 11 M

REPORTS TO: Coordinating Supervisor of Birth to Five Programs

LOCATION: Department of Special Education and Various Locations

NATURE OF WORK:

The Preschool teacher for child and family engagement is a member of the preschool special education team from the Department of Special Education. This teacher is responsible for engaging children and families at pre-referral and after placement into preschool special education.

ESSENTIAL FUNCTIONS:

- Knowledge of developmental milestones and characteristics of young children
- Ability to develop and implement student programs
- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Plans and coordinates the instructional program in accordance with the current curricula provided by the Maryland State Department of Education aligned with the SMCPs scope and sequence

DUTIES AND RESPONSIBILITIES:

- Administers Early Childhood screenings and make referrals to the child find IEP team
- Adheres to IEP Team timelines
- Conducts staff and parent training
- Conducts home and community observations
- Consults with/coach teachers and parents regarding the various aspects of early childhood development and their impact on achievement
- Provides playgroup opportunities for young children and their families during pre-referral to preschool special education

- Delivers structured playgroup opportunities including peer models and children with disabilities in school and community settings
- Provides developmentally appropriate group activities in natural learning environments to children
- Serves as a resource person to families/school personnel in the development and selection of materials to address the needs of students in early childhood development
- Maintains data on students referred to Child Find
- Participates in IFSP/IEP team meetings for students coming through the Child Find process and transitioning from Infants and Toddlers
- Assists in the completion of transition assessments and the development of IEP goals and objectives for students transitioning from the Infants and Toddlers Program
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content
- Dual certification in special education and general education

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for ten-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 04.2025, 07.2024