



Job Title: Special Education Teacher- Preschool

Supervisor: Principal/Other Appropriate District Administrator

Terms of Employment: 190 days

Job Summary:

Position requires the planning, organization, and implementation of the appropriate instructional program to address the learning needs of the preschool students with disabilities; to guide and encourage students to develop and fulfill their potential in both curricular and extracurricular activities both in general and special education settings.

Essential Duties:

1. Plan, prepare and deliver instructional activities that facilitate active learning experiences.
2. Develop lesson plans.
3. Establish and communicate clear objectives for all learning activities.
4. Prepare classroom for class activities.
5. Provide a variety of learning materials and resources for use in educational activities.
6. Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
7. Instruct and monitor students in the use of learning materials and equipment to include therapy and intervention materials.
8. Provide for the care and protection of school property.
9. Use relevant technology to support instruction.
10. Observe and evaluate student performance and development.
11. Assign and assess class work and assignments as appropriate.
12. Provide appropriate feedback on student work.
13. Monitor and encourage individual student progress.
14. Provide guidance to students which will promote education development.
15. Maintain accurate and complete records of student progress and development.
16. Update records accurately and completely as required by laws and district policies.
17. Prepare required reports on students and activities including Individualized Educational Plans.
18. Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures, including developing functional behavior assessments and behavior intervention plans.
19. Participate in department, school, and district meetings and professional development activities as appropriate.
20. Stay current with most recent developments in appropriate subject areas as initiated by the school or district.



21. Cooperate with and participate in the planning, implementation and evaluation of the total school program with a multidisciplinary team to include general education teachers, therapists and parents.
22. Foster and maintain effective communication with parents and/or guardians.
23. Lead and participate in a variety of physical (climbing, lifting, crawling, etc.), verbal (singing, dramatization, etc.) and social activities to engage and maintain the attention of young children with and without disabilities.

Other Duties:

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's Degree or higher from an accredited college or university.
2. Certification as required by the State of South Carolina in the field of Special Education.
3. Other professional and personal qualifications as deemed necessary for acceptable fulfillment of assignment responsibilities (i.e. experience in a setting(s) serving preschool age students with disabilities, primary special education classroom, integrated program, etc.)

Physical Requirements:

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 regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: Teacher

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-21-2025