

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## TEACHER ON ASSIGNMENT SPECIAL EDUCATION PRE-SCHOOL ASSESSMENT TEAM

### GENERAL PURPOSE

Under the direction of the Director of SEPAT, support the Special Education Assessment Team in the development of individualized educational plans for early childhood students.

### ESSENTIAL JOB FUNCTIONS

- Develop and maintain IEP calendar, parent notification, and chair IEP meetings;
- Attend IEP meetings for incoming students and follow through with completion of the IEP process;
- Attend weekly staff meetings, maintain student logs and pending students lists;
- Coordinate with the Special Education Department to ensure that IEPs are completed correctly and in a timely manner;
- Conduct assessments, observations, school and home visits and coordinate with outside agencies to obtain relevant information to develop an appropriate and individualized educational plan for early childhood students with disabilities.

### QUALIFICATIONS

- Knowledge of Early Childhood Assessment Tools;
- Ability to be flexible, innovative, accountable and have good communication skills;
- Knowledge of special education assessments, IEP requirements, and the ability to chair an IEP meeting;
- Highly developed organizational and time management skills;
- Ability to handle high volumes of assessments and balance calendars to maintain timelines;
- Collaborates well with others and able to receive and provide feedback and input relevant to the development of an individualized educational plan for early childhood students with disabilities;
- Bilingual in Spanish, preferred.

### Education, Experience and Credential:

- Possess appropriate credential(s) to teach Early Childhood students with disabilities;
- Minimum of three years of successful teaching experience with Early Childhood students with disabilities;
- Experience in planning and developing goals and IEPs for early childhood students with disabilities.

### License Requirements:

Possession of a valid California driver 's license and ability to maintain insurability under the district's liability insurance carrier.

### PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk and use hands and fingers to handle, or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds . Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

While performing the duties of this job , the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**BOARD APPROVED: September 1, 2005**

**REVISED: April 7, 2015**