

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PRESCHOOL INCLUSION TEACHER, SPECIAL EDUCATION

DESCRIPTION OF POSITION

Under the direction of the site supervisor and Child Development Program Administrator, and Special Education Director, the teacher provides a safe and developmentally appropriate preschool program to students with Individual Education Programs (IEPs) as well as general education students in accordance with all applicable legislation, policies and procedures. The teacher ensures the development and safety of these children in accordance with state preschool regulations and special education law. OMSD is a learning organization therefore all staff share responsibility to educate all students and employ culturally appropriate and sustaining practices.

MAJOR DUTIES AND RESPONSIBILITIES

- Plans and implements a developmentally appropriate preschool program.
- Ensures the development and safety of children in accordance with program guidelines.
- Recognizes, corrects or reports any condition or practice that could jeopardize the safety or well-being of a child.
- Plan and provides meaningful activities for preschool classes, including a program of specialized instruction and training designed to develop the individual child's mental, physical, emotional, social and academic capabilities.
- Maintains a supportive and developmentally appropriate learning environment.
- Maintains accurate records of each child's progress and keeps other records (e.g., electronic student records system) as assigned and adheres to timeline submission requirements.
- Utilizes instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.
- Evaluates academic and social growth of pupils, and keeps appropriate records, per California Department of Education (CDE) mandates.
- Collaborates with the general education teacher to utilize the district referral process to address academic, behavioral and/or social-emotional concerns for individual students and create a plan for support.
- Communicates with students, parents and members of the community, through a variety of means, including home visits if preferred, in a positive, professional and respectful manner.
- Collaborates with the general education teacher for conferences with parents or guardians concerning the progress of each child where appropriate.
- Collaborates with the general education teacher to support monthly parent education meetings/workshops.
- Ensures that equipment and facilities are clean, safe and well maintained as defined by licensing requirements.
- Directs the work of Early Childhood Education Assistants and volunteers.
- Collaborates and consults with service providers for students with special needs.
- Utilizes current instructional technology.
- Maintains professional competence through participation in district or self-initiated professional growth activities.
- Respects the confidential nature of pupil records and school reports as prescribed by law.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of developmental levels.

- Assesses students using the Desired Results Developmental Profile (DRDP) (2) two times per year, per CDE mandates.
- Supervises and assists children's personal hygiene program, including assisting with toileting and feeding of students.
- Collaborates to with the General Education Preschool Inclusion Teacher assigned to the class.
- Teaches up to two sessions of preschool students, with a General Education Preschool Inclusion Teacher, daily.
- Develops and implements IEPs for students that are eligible for Special Education Services.
- Provides progress reports to parents of caseload students who have IEPs, as required by law.
- Perform other related assigned duties and responsibilities.

CREDENTIAL/EDUCATION

- Early Childhood Specialist Credential, or credential that authorizes the teaching of preschool special education students, and a Child Development Teacher Permit (or higher).
- Bachelor's Degree in any field and Early Childhood Education courses needed to meet credential requirements above.

OTHER QUALIFICATIONS

- Knowledge of Preschool Learning Foundations, preschool curriculum, procedures and philosophy.
- Experience in working with preschool age children.
- Knowledge of basic computer skills and use of educational technology.
- Spanish fluency preferred.

LICENSE REQUIREMENTS

Maintain current licensing as required by the California Commission for Teacher Credentialing. (CTC). Possession of a valid California Motor Vehicle Operator's License and the ability to maintain insurability under the districts liability insurance carrier.

Current Certification from an approved American Red Cross or American Heart Association for CPR and First Aid.

TERMS OF EMPLOYMENT

- Work Year - 184 days;
- Placement on Teacher Salary Schedule commensurate with experience and training.

EVALUATION

Performance on this job will be evaluated annually in accordance with provisions of the Board's policies and provisions set forth in the agreement.

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 essentials functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands 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 10 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 while 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: June 3, 2021