

CERTIFIED STAFF JOB DESCRIPTION

Early Childhood Special Education Teacher

Reports to: Building Principal in collaboration with Executive Director of Special Services

General Summary: To help early childhood students below kindergarten-age eligible with verified disabilities learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals in accordance with district policies and procedures. The Early Childhood Special Education teacher will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Participates in the IEP process by attending IEP meetings, collaborating with IEP team members, preparing IEP paperwork, and delivering instruction to enable students to make IEP goal progress.
- 2) Meets and instructs assigned classes in the locations and times designed.
- 3) Plans a program of study that meets the individual needs, interests, and abilities of students.
- 4) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students through a variety of opportunities to learn through open and directed exploration and play.
- 5) Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor.
- 6) Employs a variety of instructional techniques, technology, and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
- 7) Assists in transitioning for children into appropriate Kindergarten setting. Monitors evaluation and timelines to ensure appropriate placement and programming.
- 8) Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- 9) Assesses the accomplishments of students on a regular basis and provides progress reports as required. Maintains confidentiality and non-judgmental views of children and families served.
- 10) Diagnoses the instructional needs of students on a regular basis, seeking the assistance of district specialists as required.
- 11) Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- 12) Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures. Communicates with parents regarding evaluation, programming, placement, services, and rights of students with disabilities.
- 13) Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of classroom behavior and procedure in the classroom and maintains order in the classroom in a fair and just manner.

- 14) Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- 15) Plans and supervises purposeful assignments for educational assistants.
- 16) Strives to maintain and improve professional competence.
- 17) Attends staff meetings.
- 18) Performs other duties as assigned by the Executive Director of Special Services or Superintendent.

Qualifications:

1. **Education level** – Bachelor’s degree.
2. **Certification or Licensure** – Appropriate and current Missouri Teaching Certificate and Nonviolent Crisis Intervention certification.
3. **Experience desired** – Three years’ experience teaching students with disabilities.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District’s Comprehensive School Improvement Plan. Knowledge of the Special Education Process and laws. Multi-certified. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Building Principal in collaboration with Executive Director of Special Services

Length of Contract: 184 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17