

Early Childhood Special Education Teacher

Pemiscot County Special School District

Job Title: Early Childhood Special Education Teacher
Department: Instruction (Itinerant)
Reports to: Principal or as assigned then follow the Chain of Command (Director of Special Education, Superintendent, Board of Education)
Classification: Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

To provide students ages 3-5 with appropriate learning activities and experiences designed to provide an appropriate education for intellectual, emotional, physical, and social growth.

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

Essential Duties and Responsibilities:

An individual who holds this position is required to:

1. Prepares Individual Educational Plans (IEP's) and instructional materials to meet individual needs of students with disabilities. Organizes comprehensive present level of performance reflecting relevant assessment data and writes specific, appropriate measurable goals/objectives with required, appropriate components.
2. Confers with parents, administrators, teachers, support staff, and others to develop appropriate IEP's for students.
3. Participates in Individual Education Plan (IEP) meetings and provides all requested/required documentation.
4. Monitors review and completion dates on IEP goals/objectives.
5. Monitors review and reevaluation dates on case managed IEP's.
6. Maintains appropriate records, to include attendance, grade/progress reports, updated IEP's, and any other required documentation.
7. Provides the opportunity for students to be mentally and physically prepared for the learning experience.
8. Utilizes district and/or community resources to enhance instruction.

Maintains professional relationships with parents, community members, component district personnel, and building administrators

Report suspected abuse, neglect, discrimination and harassments as directed by Board policy

Any other assigned duties

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Supervisory Duties:

Student(s) receiving ECSE services.

Qualifications:

Education

Bachelors or advanced degree in Early Childhood Special Education or a Bachelors or advanced degree in a related field that satisfies the DESE requirements for the position.

Certificates, Licenses, Registrations

Must possess Valid Missouri Teaching Certificate that satisfies the DESE requirements.

Skills and Abilities:

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Perform and or provide data entry as required for ECSE program

Ability to work independently or with little of no supervision

Computation

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students and parents

Other Skills and Abilities:

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students and parents

Perform multiple tasks simultaneously

Technology:

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

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Utilize smart boards, projectors and other instructional technology provided by the district

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 essential functions.

Physical Demands:

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around within the county

Ability to lift 40lbs

Read handwritten or printed material

Frequently required to stand, stoop, bend and kneel

Perform job in varied environments under stressful conditions

Ability to carry materials to and from office to homes for use with students and parents

Attendance:

Consistent and regular attendance is an essential function of this position.

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

Conditions and Environment:

The individual who holds this position will regularly work in a school and or daycare environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading materials for use. The various teaching environments may present frustrations and challenges. The travel required will be in all kinds of weather. The job will require numerous transitions from one environment to another on a daily basis.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.