

JOB DESCRIPTION

CORNBELT EDUCATIONAL COOPERATIVE

JOB TITLE: EARLY CHILDHOOD SPECIAL EDUCATION TEACHER

REQUIREMENTS:

- A.** **Education Level:** Bachelor's degree in an approved teacher education program. South Dakota Teacher certificate with endorsement in Early Childhood Special Education.
- B.** **Experience Desired:** Successful student teaching.
- C.** **Physical Requirements:** The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands and fingers in keyboarding and typing. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.
- D.** **Other Requirements:** Excellent oral and written communication skills. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency in word processing, spreadsheets and data bases. Demonstrate ability to work well with others. Cellular phone with data package.

REPORTS TO: COOPERATIVE COORDINATOR OF EARLY CHILDHOOD SERVICES

RECEIVES GUIDANCE FROM: COOPERATIVE DIRECTOR, PRINCIPALS, AND EARLY CHILDHOOD COORDINATOR

ESSENTIAL FUNCTIONS AND DUTIES:

- 1) Teaches children utilizing instructional techniques and curriculum designs that are consistent with research on characteristics of effective Early Childhood learning.
- 2) Provides school based and itinerant services on a Cooperative-wide basis as directed by the Early Childhood Coordinator.
- 3) Participates in screening activities, evaluations, placement decisions, and development of IEP's/IFSP's for eligible students.
- 4) Maintains student records regarding the referral, evaluation, and placement process in compliance with district, state, and federal requirements.
- 5) Participates in parent conferences, and communicates with parents on a routine basis keeping them well-informed about their child's school progress.
- 6) Plans and implements home visits, family focused curriculum, and small/large group parent activities.
- 7) Establishes student success as a primary teaching goal, and provides opportunity for all students to experience success.
- 8) Promotes developmental growth and achievement for all students.
- 9) Monitors student classroom effort and parent-child activities, thus providing continuous feedback to parents and students of academic progress.
- 10) Establishes classroom management system that promotes the most efficient use of learning time.
- 11) Establishes a learning climate that promotes the orderly behavior of all students while maintaining the dignity and positive self-concept of each student.
- 12) Ensures a learning environment that provides for the well-being, health and safety of all students.
- 13) Participates in school and Cooperative educational committees and meetings.
- 14) Performs other duties as assigned by supervisors.
- 15) Ability to align curriculum and instruction to the state content and extended standards.
- 16) Ability to develop appropriate Individual Educational Plans (IEP) for children with disabilities.
- 17) Ability to make referrals, conduct appropriate screening and evaluations and make placement recommendations for children with disabilities.
- 18) Understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act (FERPA).

WORKING CONDITIONS:

A.	Inside	Outside	Both
			XXX

B. Climatic Environment:

Typically, work is conducted in comfortable class rooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

C. Hazards:

Some classrooms, offices, and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials, and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature **Date**

Print Name

Cornbelt Educational Cooperative