

JOB DESCRIPTION
EARLY CHILDHOOD SPECIAL EDUCATION TEACHER

REPORTS TO: Supervisor of Special Education

QUALIFICATIONS:

1. Valid Nebraska Teaching Certificate
2. Appropriate endorsement
3. Training and experience in working with pre-kindergarten handicapped students.

RESPONSIBILITIES:

1. Administers appropriate screening and assessment devices for referred preschool children.
2. Participates in evaluation, staffing and review as a member of the multidisciplinary team.
3. Develops and writes Individualized Educational Programs for each student in cooperation with parents and based upon team recommendations, evaluations and review.
4. Prepares daily lesson plan/schedule for each student assigned and submits to supervisor for approval.
5. Maintains instructional records on students and insures that the individualized educational programs are accessible to state department officials or other appropriate school officials upon demand.
6. Cooperates in training for and implementing the curriculum and management models adopted for the preschool handicapped program.
7. Directly intervenes and appropriately plans in required crisis situations with appropriate follow through and communication to supervisor.
8. Schedules appropriate ongoing staffings with parents, coordinating schedule in such a way that appropriate support staff are available for these periodic staffings when needed.
9. Assists the supervisor with evaluation of both certified and non-certificated staff.
10. Completes reports, records and other data as requested by supervisor and director of special education.
11. Provides or arranges for the provision of inservice instruction and training to all staff as appropriate.

LENGTH OF CONTRACT: Teacher's Contract

SALARY: Teachers' Salary Schedule