

Cottonwood Joint School District No. 242

**Early Childhood/Special Education Teacher
Job Description**

QUALIFICATIONS:

1. Possess appropriate State of Idaho certification or be able to obtain provisional certification prior to assuming the position.
2. Experience is desired but not required.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

JOB GOALS: To provide quality services to those three to five year old children within the service area which have been identified as needing special help in becoming ready for enrollment in the regular school program.

REPORTS TO: Directly to the Director of Special Programs and indirectly to the superintendent.

PERFORMANCE RESPONSIBILITIES: The Early Childhood/Special Education Teacher will:

1. Provide Child Find activities within communities in coordination with administration through newspaper articles, radio news and school newsletters.
2. Coordinate preschool screenings for children 3 to 5 years of age in September and January.
3. Complete referral information and assess with the Battelle Development Inventory or other appropriate instrument to determine special strengths and needs. Assessment includes parent report and observations. If appropriate, the teacher refers children to CDS or PT for further evaluation. (Assessment can be done in the home.)
4. Coordinate Child Study Team meetings, which includes parents, to develop IEP (Child's individual education program.)
5. Be responsible for extension therapies as requested by PT or CDS. These may also be done by an aide and include specialist consultation.
6. Order and keep track of necessary materials, toys, games, etc. for the program.
7. Work closely with parents and empower them to be advocates for their child. Some programs may include parent goals.
8. Stay current with changes in the laws and programs requirements by attending workshops and meeting related to the field of early childhood and special education.
9. Work with other agencies such as the Child Development Center, Head Start, Dr., etc. to help coordinate programming and transitions for children.

10. Plan transitions for students entering kindergarten which may include observations in the new environment, meetings with the teacher and parents or follow-up.

11. Maintain files and records for each child enrolled in the school district program.

TERMS OF EMPLOYMENT: Employment shall be for the regular school year and any additional days as determined by the Director of Special Programs in the district. The fiscal agent shall be determined by joint agreement between the schools served. Benefits will be in accordance with those established by the school serving as the fiscal agent.

EVALUATION: Performance will be evaluated by the Director of Special Programs in accordance with district policy.