

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SPECIAL EDUCATION PRESCHOOL TEACHER

DEFINITION: Under the supervision of the Director of Student Services, and in coordination with the site Principal, provides assessment, program planning, and instruction for special education preschool students with moderate to severe disabilities

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Serve on Preschool assessment team to assess and determine eligibility for educational services of the program
- Serve as the Individual Education Plan (IEP) case manager, schedule and attend meetings, and monitor student goals, objectives, and progress
- Interpret and implement the student's Individualized Educational Program (IEP)
- Refer students to appropriate service providers and support personnel as indicated through assessment
- Monitor adherence to federal laws
- Maintain accurate and complete student records, and prepare reports on students and activities as required by laws, district policies, and administrative regulations in a timely manner
- Develop and implement program curriculum
- Use age appropriate instructional strategies addressing all areas of development including motor, cognitive, language, social and self-help domains
- Assist administration and staff with all aspects of program planning and implementation
- Assist students and families in understanding the system and accessing services
- Maintain communication and partnership with families to measure progress and update child and family utilizing home visits when appropriate
- Establish and enforce rules for behavior and policies and procedures to maintain order and safety among students
- Work with the Director of Student Services in the identification, design, dissemination, implementation, and evaluation of promising/best practices and models in the defined subject matter instruction to enhance student learning and professional development
- Collaborate and work cooperatively with general education staff, specialists, parents and community agencies involved with students and their families
- Develop tools and resources that support quality instruction in the defined subject matter and facilitate analysis of student achievement data to modify instruction
- Develop and implement a transition plan for students making a change in placement
- Research, interpret, analyze, report, and utilize data and evaluating process and resources
- Utilize multi-media to integrate technology into the classroom and lesson study processes
- Provide leadership and direction to para-professionals supporting students' needs
- Collaborate with the Director of Student Services in the evaluation of para-professional staff • Inform the Director of Student Services and site Principal of any safety concerns and when job related emergencies arise
- Lead the para-professional/s in tending to the basic needs of students including toileting, diapering and feeding when needed by individual students
- Perform other duties as assigned, according to District policies and procedures
- Maintain professional competence through participation in in-service education activities provided by the District and other professional growth activities, keeping informed of best practices and trends
- Participate in district committees as appropriate

POSITION TITLE: SPECIAL EDUCATION PRESCHOOL TEACHER *continued*

- Attend regular trainings and meetings as designated by the Principal and/or Director of Student Services
- Participate in meetings and committees, as needed or assigned
- Assist in maintaining program design that has been approved by the Board of Education
- Adhere to compliance requirements for program implementation
- Perform other program-related duties as may be assigned by the District or school site administrator and/or designee

QUALIFICATIONS:

Knowledge of:

- District, state, and national standards, curriculum, and assessments
- Research based instructional techniques for implementation of the district's curriculum
- Strategies for mainstreaming students
- Classroom procedures and appropriate student conduct
- Intellectual, emotional and social development of students
- Educational technology applications
- Data analysis to plan instruction
- District policies and procedures that govern program and curriculum
- Technology and computer software applications relative to instruction
- Work with culturally and linguistically diverse groups
- District goals as outlined in Local Education Agency Plan
- Current educational issues and trends

Ability to:

- Adapt to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints
- Use data and assessment to plan and implement instruction
- Understand and carry out complex oral and written directions
- Provide a positive school climate
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Maintain confidentiality
- Effectively plan for the differentiated needs of students
- Establish and maintain cooperative and supportive relationships with students, school personnel, district personnel, parents, co-workers, and the public
- Analyze a variety of student data and provide meaningful interpretation
- Maintain confidentiality
- Design effective lessons and interventions to support student needs
- Facilitate meetings and attend professional development
- Communicate effectively in the English language both orally and in writing

POSITION TITLE: SPECIAL EDUCATION PRESCHOOL TEACHER *continued*

- Meet schedules and timelines
- Work independently with appropriate direction
- Analyze situations accurately and adopt an effective course of action as they pertain to working with students, staff, parents and the community
- Use technology and computer software applications as appropriate to the work environment
- Use tact, patience and courtesy when dealing with people
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Model norms of behavior that reflect high expectations for colleagues and students

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university
- Verifiable professional teaching experience in the defined subject area and grade level
- Outstanding and/or highly satisfactory evaluations
- Strong subject matter content knowledge and ability to apply it to teaching and learning
- State approved training in core curriculum

LICENSE OR CERTIFICATE:

- Valid California teaching credential authorizing service in the defined academic area. This may include Educational Specialist – Moderate/Severe and/or Early Childhood Education Specialist teaching credential
- CLAD/BCLAD certification
- Autism Spectrum Disorder authorization
- Possession of a valid California Driver license

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 25 lbs.
- Restrain a student who may weigh 50 pounds or more
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions

POSITION TITLE: SPECIAL EDUCATION PRESCHOOL TEACHER continued

- Perform the essential functions of this position in an accurate, neat, timely fashion
Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor/outdoor; in elements of weather, as well as subject to sitting at a desk for long periods of time, walking and/or standing for extended periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedure.

Adopted by the Board of Education: 5/7/2015