

Blount County Schools Job Description

TITLE: Early Childhood Specialist

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QUALIFICATIONS:

Certification by the Tennessee Department of Education with proper endorsement, minimum of at least three years successful teaching experience, and commendable test scores

REPORTS TO:

Supervisor of Special Education

PRIMARY JOB GOAL:

Implement and coordinate the district's programming for students attending preschool; provide professional development and coaching to a variety of preschool teachers and/or Instructional Assistant; support of teachers and administrators with service

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of teaching strategies around preschool classroom and supports; proven success with classroom instruction; ability to coach, mentor, and teach adults; ability to work collaboratively with others, demonstrate self-discipline and initiative; ability to follow district and state standards and guidelines; ability to collect and analyze data from a variety of sources; ability to demonstrate teaching and leadership skills through written and oral communication

PERFORMANCE RESPONSIBILITIES:

- Supporting Gen Ed Teachers incorporating child with IEP into their classroom
- Providing special education services to students in classrooms where services are needed
- Provide direction to IA's to support classrooms while teacher rotates
- Hold IEP meetings for preschool students where needed
- Provide supports to other preschool teachers and provide guidance on teaming with all team members
- Provide evaluation support for TEIS and Child Find evaluations
- Review evaluation files to prepare for evaluation
- Administer the BDI3 and any additional assessment that are required
- Complete observations for evaluations and/or supports as appropriate
- Complete the Preschool program Planning Notes
- Post conference with team after evaluation to discuss recommendations
- Create IEP in workspace inputting data from evaluation and psych report, this is in conjunction with SLP
- Assign a teacher of recommendation as case manager and share input.
- Other duties as assigned by the Supervisor of Special Education

TERMS OF EMPLOYMENT:

200 days per year; salary to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy of Evaluation of Certified Personnel and the Tennessee Department of Education.

I have read and understand the terms set forth in this job description.

Signature of Employee _____ Date _____