

Carroll Independent School District

Job Description

JOB TITLE: **Teacher, Early Childhood**

Pay Grade: 000

Supervisor: Principal

Employment Days: 187

Department: Campus-Based Instructor

Employment Status: Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical and social growth.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate
- Valid Texas ESL certificate
- Special Education Texas Teaching Certificate, preferred
- Teachers that meet one of the following, preferred:
 - (A) a Child Development Associate (CDA) credential or another early childhood education credential approved by the agency;
 - (B) certification offered through a training center accredited by Association Montessori Internationale or through the Montessori Accreditation Council for Teacher Education;
 - (C) at least eight years' experience of teaching in a nationally accredited child care program;
 - (D) an equivalent qualification.
 - The following satisfy qualification D) above:
 - A graduate or undergraduate degree in early childhood education or early childhood special education or a non-early childhood education undergraduate degree with a documented minimum of 15 hours of coursework in early childhood education; or
 - b) Documented completion of the Texas School Ready Training Program (TSR Comprehensive).

Special Knowledge Skills:

- General knowledge of prekindergarten guidelines
- Effective interpersonal skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction

Experience:

- Student teaching, approved internship, or related work experience

MAJOR RESPONSIBILITIES:

- Prepare lessons that reflect accommodation for individual student differences
- Conduct assessment of student learning styles and use results for instructional activities
- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and provide written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Assist special education students in general education classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Conduct assessments of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by IEP.
- Document student progress and provide reports to parents every six weeks regarding each student's progress towards his/her IEP goals/objectives.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Plan and supervise assignments for teacher aide(s) and volunteer(s).
- Use technology in teaching/learning process.
- Conduct ongoing assessments of student achievement and/or behavioral social, emotional growth through formal and informal testing.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Assume responsibility for extracurricular activities as assigned.
- Sponsor outside activities as approved by campus principal.
- Provide a positive role model for students and supports the mission of the school district.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior and administer discipline.
- Intervene in crisis situations.
- Consult with district and outside resource people regarding education, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Assist in selection of books, equipment, and other instructional materials.
- Establishes and maintains open lines of communication by conducting conferences with parents, students, principals, and teachers.
- Keep informed of and complies with federal, state, district, and school regulations and policies for special education teachers.
- Attend all required Professional Development.
- Compile, maintain, and file all reports, records, and other documents as required
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

SUPERVISOR RESPONSIBILITIES:

- Supervise assigned teacher aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, phone systems, video/instructional equipment, and

peripherals

Posture: Prolonged sitting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment

Environment: Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors; exposure to biological hazards

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 3/2022
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