



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Preschool/Special Education Teacher

POSITION SPECIFICATIONS

REPORTS TO

District Supervisor of Special Education and/or building Principal.

PRIMARY FUNCTION

Responsible for developing, implementing, and evaluating developmentally appropriate practices for young children that meet their physical, social, emotional, and cognitive needs to ensure school readiness.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification in Special Education, preferably Integrated Early Childhood / Special Education, Birth-Kindergarten (112) or Integrated Early Childhood / Special Education, Nursery-K-Elementary., 1-3 (113), or a combination of certifications in Early Childhood Education and Special Education.

EDUCATION

Bachelor's degree or higher in early childhood, special education or related field.

EXPERIENCE

Experience in early childhood settings preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Possesses a strong knowledge of the Connecticut Early Learning Development Standards (ELDS).
- Adheres to practices aligned with the District's vision and mission to engage students and their families.
- Remains current with best practices recommended for students in early childhood settings.
- Demonstrates expertise in early language development and strong behavior management skills.
- Utilizes a data-based decision-making model to design, analyze, implement, evaluate, and modify individualized educational programs to ensure student success and whole child development.
- Plans instruction to achieve learning objectives related to individual/group needs, the academic program, social/emotional growth, and the cultural background of students.
- Effectively organizes time, space, materials and equipment for instructional purposes.
- Demonstrates excellent oral and written communication skills and works collaboratively with colleagues from various disciplines to support student success.
- Demonstrates high energy level, physical agility and is able to lift children, as necessary.
- Coordinates and oversees program implementation by para-educators and provides training and support, as required.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Creates a pleasant, inviting classroom atmosphere within which children feel comfortable and secure.
- Ensures a safe and supportive learning environment for staff and students through constant supervision, effective arrangement and use of physical space, and implementation of effective classroom management strategies, including positive behavioral supports.
- Designs and implements a variety of individual and group activities, across indoor and outdoor settings that promote whole child development.
- Implements the district's preschool curriculum while meeting the individual needs of learners.
- Provides case-management, as assigned, and communicates regularly with families.
- Evaluates the needs and progress of students throughout the school year using a variety of formal and informal measures.
- Administers, scores and interprets assessments, as assigned, for the purpose of special education identification, program development, progress monitoring and program reviews.
- Establishes and maintains student data and effectively utilizes data when reporting progress and needs.
- Provides direct instruction to support social emotional learning and the development of independent problem-solving and critical thinking skills.
- Utilizes district technology for IEP documentation and record-keeping.
- Follows protocols and adheres to timelines established by Federal and State mandates.
- Plans and participates in PPT meetings, parent-teacher conferences and case consultations, as necessary.
- Attends required staff meetings and professional development activities.
- Assists students, to the extent necessary, with self-help skills and adapting to school routines.
- Applies strategies for assisting students with the development of self-regulation and coping skills for creating productive and well-adjusted citizens.

ADDITIONAL DUTIES

- Ensures proper care of instructional equipment and materials.
- Participates in all mandatory training activities, including yearly refresher training for de-escalation techniques and restraint protocol.
- Promotes and contributes to inter-departmental and school activities and programs.
- Contributes to school-based committees, staff meetings and other district initiatives, as requested.
- Reflects on and improves personal practice and follows all teacher evaluation procedures.
- Follows district and school expectations as established by the Teachers' contract, building Principal, District Supervisor of Special Education and Central Office administration.

EQUIPMENT

Must be able to use a personal computer and job-related equipment.

TRAVEL REQUIREMENTS

Travel between schools, as needed.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Per Agreement with the New Britain Federation of Teachers.

WORK SCHEDULE

Per Agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Determined by position.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 02/17 KG
BOARD APPROVED: 03/06/17