Durham Public Schools  Preschool Assessment Team
Job Description  BK EC Teacher

JOB TITLE:  BK EC Itinerant Teacher

REPORTS TO:  Director of Early Education

SALARY:  Based on State and Local Salary Schedules

STATUS:  Permanent, 10 months, Certified

SUMMARY:
The assessment team BK EC Teacher conducts evaluations with other team members to: (1) build a better understanding of the key challenges; (2) evaluate potential solutions; (3) develop measurable goals and action plans with challenging but realistic deadlines, for each of the major strategies outlined in the strategic plan.

RESPONSIBILITIES & DUTIES:
1. Attends and participates in team meetings
2. Manages and takes responsibility on referral cases, i.e., collects and prepares information before, during and after evaluations and eligibility meetings.
3. Conducts the meeting (both referral/eligibility) and ensures all necessary paperwork is completed and permission to evaluate/place are signed.
4. Conducts testing in multiple formats including arena style, play based assessment, and individual testing.
5. Communicates with families to establish appointments, gather developmental information, provides information regarding results of testing in a manner which is parent friendly.
6. Makes recommendations to the team regarding programming and services.
7. Promotes effective interpersonal relations.
8. Engages in continuing professional growth activities.
9. Maintains compliance with records in accordance with established rules, regulations, and ethical standards.
10. Maintains confidentiality of student information.
11. Submits Comprehensive Exceptional Children Accountability System (CECAS) requests to Preschool Department.
12. Communicates with private agencies to obtain previous evaluation, etc.
13. Creates initial confidential files, completes and sends assignment requests, updates infant-Toddler and New Referral data base.
14. Follows all EC compliance guidelines with referral and placement.
15. Serves students with IEPs on an itinerant basis when needed.
16. Performs other duties as assigned by the Preschool Administrator.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:
Minimum 4-year degree in a related field (e.g., Child Development, Early Childhood Special Education) with a Birth-Kindergarten license required. Minimum of 3 years of experience working with children with special needs and a demonstration of the IEP process. Thorough knowledge of professional office practice, procedures and office software programs; or any equivalent of knowledge, training and experience; and valid North Carolina driver’s license.
KNOWLEDGE, SKILLS, AND ABILITIES:
1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
2. Working knowledge and proficient level of experience with Microsoft Office programs.
3. Knowledge of current best practice in the field of special education which includes but not limited to developing and delivery IEP goals.
4. Knowledge of current assessment procedures including administration and scoring of standardized assessment tools.
5. Ability to communicate effectively; possess excellent oral and written communication skills.
6. Ability to perform at a high level, as a team player, in a team environment.
7. Ability to relate well to diverse groups of people.
8. Strong organizational and problem solving skills.
9. Ability to prioritize and manage multiple tasks in a fast paced environment.
10. Ability to remain calm and professional in environment with shifting properties.
11. Ability to use CECAS to document evaluation information and IEP information.

RESOURCE REQUIREMENTS:
- Laptop
- e-mail address
- Desktop computer (may be docking station with laptop)
- Outlook
- VPN
- Cellphone
- Pager
- Two-way radio
- iPad
- Office phone 10 digit telephone number 5 digit extension
- Printer
- Fax
- District vehicle
- Software (CECAS, Microsoft Office, Adobe)
- AS400
- SharePoint
- Audio recording device
- Web site access
- Building access key/code (for necessary building access during non-traditional hours)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:
Must have transportation. Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work.
DISCLAIMER:
The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work.)

________________________________________  __________________________
Signature                                      Date