

Job Description

**Teacher, Preschool
Birth-K Classroom**

JOB TITLE: B-K Teacher, Preschool Classroom

REPORTS TO: Elementary Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Certified

SUMMARY:

The Preschool BK Teacher provides leadership regarding the organization and structure of the classroom, including case management for children with disabilities.

RESPONSIBILITIES & DUTIES:

1. Develop the class roster according to the needs of the students and availability of support staff.
2. Create classroom and bus rosters and updates as needed.
3. Set up the classroom with developmentally appropriate materials.
4. Create lesson plans to support the group and individual needs of the students.
5. Record and collect data on progress for every student.
6. Record data gathered in data collection system at report card intervals.
7. Organize and gather attendance and maintain documentation.
8. Provide a weekly newsletter and lesson activity copies to families.
9. Contact the Spanish interpreter for assistance as needed.
10. Collaborate with school related service staff and other staff as needed.
11. Develop and share strategies for parents to use at home to support classroom plans.
12. Plan Individual Educational Program (IEP) meetings, dates and times with the EC Facilitator.
13. Communicate with transportation staff and parents to resolve any transportation issues.
14. Collect work samples on each student assigned to the group and share with parents.
15. Communicate any ongoing issues with the school Principal and Preschool Administrator.
16. Collaborate with other preschool staff as needed.
17. Order art supplies and materials as needed.
18. Post monthly art display outside classroom.
19. Ensure the safety and well-being of all students.
20. Meet the students upon arrival.
21. Load students on the correct buses.
22. Collaborate with classroom staff to ensure that all student services are adequately delivered.
23. Complete entry and exit Child Outcome Summary Form (COSF) on students upon entry and exit.
24. Complete progress reports in Comprehensive Exceptional Children Accountability System (CECAS) when due and sends to parents.
25. Make and return phone calls to parents regarding various issues as needed.
26. Create, prepares, and organizes materials to support lesson plans and activities.

27. Complete forms, documents and reports as requested in a timely manner.
28. Prepare a consistent schedule and review with the students daily.
29. Prepare a communication system with each student's parent or guardian.
30. Attend all relevant school meetings and professional development as required by school principal.
31. Adhere to all school building processes and procedures.
32. Perform other duties as assigned by 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. Experience with children with special needs and a demonstration of the IEP process is desired. 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	☒ Desktop computer (may be docking station with laptop)	
☒ e-mail address	☒ 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		

X 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.

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.

Signature

Date