DURHAM
PUBLIC SCHOOLS

Durham Public Schools Job Description

Job Title: EC Pre-K Itinerant Teacher
Department: Exceptional Children's Department
Reports To: Director of Exceptional Children's Pre-K

Position Summary

The Pre-K Itinerant Special Education Teacher provides specialized instruction and support services to preschool-aged children with disabilities in community-based settings, including private childcare centers, Head Start programs, faith-based preschools, and other early childhood environments.

This position is designed to support children in accessing inclusive early childhood environments while receiving services outlined in their Individualized Education Programs (IEPs). The itinerant teacher collaborates closely with families, childcare staff, therapists, and multidisciplinary teams to implement individualized supports, monitor student progress, and build the capacity of community providers to support diverse learners.

The teacher travels between multiple community sites to deliver direct instruction, consultation, coaching, and progress monitoring services.

Duties and Responsibilities

Direct Student Services

- Provide specially designed instruction to preschool children with disabilities in natural and inclusive early childhood settings.
- Implement IEP goals and accommodations using developmentally appropriate practices.
- Deliver individualized and small-group instruction focused on areas including:
    - Communication and language
    - Social-emotional development
    - Adaptive skills
    - Early academics
    - Behavior regulation
    - Motor development support
- Monitor student progress and maintain documentation aligned with IEP requirements.
- Collect and analyze data to guide instructional decisions and report progress.

Collaboration and Consultation

- Collaborate with childcare providers, preschool teachers, therapists, administrators, and families to support student success.
- Coach and model instructional and behavioral strategies for childcare staff.
- Participate in IEP meetings, eligibility meetings, transition meetings, and multidisciplinary team discussions.
- Communicate regularly with parents regarding student progress, strategies, and supports.
- Coordinate services with related service providers including speech-language pathologists, occupational therapists, physical therapists, psychologists, and nurses.

Compliance and Documentation

- Maintain accurate service logs, progress reports, Medicaid documentation (if applicable), and student records.
- Ensure compliance with IDEA, state preschool special education regulations, and district policies.
- Assist in the development and implementation of IEPs and behavior support plans.
- Complete required evaluations, observations, and assessments within timelines.

Community-Based Support

- Travel to multiple community childcare and preschool locations daily.
- Establish positive partnerships with community agencies and providers.
- Support inclusive practices within community early childhood environments.
- Assist programs in understanding special education processes and student support needs.

Additional Responsibilities

- Participate in professional development related to early childhood special education, inclusion, autism, behavior support, and evidence-based interventions.
- Maintain confidentiality regarding students and families.
- Perform other duties as assigned by the supervisor.

Minimum Education, Experience, and Requirements

Required Qualifications

- Bachelor's degree in Special Education, Early Childhood Special Education, or related field.
- Valid state teaching license in Early Childhood Special Education or Preschool Exceptional Children's Education.
- Experience working with preschool-aged children with disabilities.
- Knowledge of child development, inclusive practices, and IEP implementation.
- Ability to work independently and manage a flexible travel schedule.
- Strong communication, collaboration, and organizational skills.
- Valid driver's license and reliable transportation.

Preferred Qualifications

- Master's degree in Special Education or related field.
- Experience providing itinerant or community-based services.
- Experience with autism spectrum disorders, developmental delays, and challenging behaviors.
- Knowledge of coaching and consultation models.
- Experience collaborating with childcare centers and community preschool programs.

Knowledge, Skills, and Abilities

- Strong oral and written communication skills, including grammar and professional writing.
- Ability to collaborate effectively with families, school staff, administrators, and community partners.
- Knowledge of evidence-based instructional and behavioral practices.
- Strong organizational, problem-solving, and conflict resolution skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to remain calm, professional, and solution-focused.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint), Teams, and Google platforms.

- Ability to learn, interpret, and apply district policies and program procedures.
- Strong customer service orientation and responsiveness.

Physical Requirements

- Frequent travel between community sites.
- Ability to lift and assist young children as needed.
- Ability to sit on the floor, bend, kneel, and engage actively in preschool environments.
- Ability to manage classroom and behavioral situations safely.

Disclaimer

This job description is intended to describe the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.
