

Educational Service Center of Lake Erie West

Job Description

POSITION TITLE: Teacher – Early Childhood (Itinerant)

EMPLOYMENT STATUS: Full time; Exempt

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Bachelor's Degree.
2. Ohio Department of Education license as an Early Childhood Intervention Specialists or Ohio Department of Education license/ certificate in Education of the Handicapped with Early Education of the Handicapped endorsement

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the ESC Governing Board; other terms and conditions of employment as per the ESC Governing Board policies and procedures.

SALARY: Based on salary schedule and/or commensurate with experience and education.

DESCRIPTION: The Early Childhood Itinerant Teacher will provide weekly educational experiences to preschool children based on the IEP goals and objectives in the home or community based preschool or kindergarten.

POSITION RESPONSIBILITIES:

1. Comply with the Operating Standards for Ohio's Schools Serving Children with Disabilities regarding assessment, placement, instruction, and evaluation of students with disabilities.
2. Comply with all state and federal health and safety standards.
3. Establish an effective, preschool classroom instructional program aligned with the Ohio Department of Education Early Learning Content Standards and the ESC Board adopted preschool curriculum.
4. Prepare daily curriculum plans; plan strategies and activities to meet identified needs of students; implement individual education plans (IEP) for preschool students
5. Assess students and evaluate student's progress using designated assessment tools.
6. Utilize assessments and observations of children to support the development of daily programming.
7. Interpret assessment information to parents or guardians.
8. Demonstrate the ability to maintain an effective classroom management system, provide for special behavioral needs of individual students, and document/report all significant behavior.
9. Provide direction and guidance to instructional assistants through the discussion of established procedures, development of a daily schedule, and coordinated implementation of program goals and objectives.

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10. Utilize the resources of the school district, county and region to constantly improve the quality of instruction.
11. Prepare classrooms for class activities and provide a variety of materials and resources to promote student learning
12. Maintain a safe classroom environment; report any safety concerns to program supervisor
13. Refer parents to local support agencies.
14. Monitor students, as assigned, in non-academic situations (e.g. unloading busses and/or loading departing busses).
15. Develop, with health coordinator and program supervisor, appropriate emergency procedure plans for individual students.
16. Dispense medications, as needed, after training with health coordinator.
17. Develop a collaborative communication system with parents and/or caregivers that promotes teacher/parent partnerships. This may include telephone calls, newsletters, and notes.
18. Coordinate and conduct monthly parent involvement activities; collaborate with the preschool parent involvement coordinator
19. Consult with diagnostic team regarding the social, sensory, motor, intellectual, adaptive, and language development of students.
20. Collaborate with all pupil services staff to develop an appropriate, effective transdisciplinary approach to meet the individual needs of students.
21. Participate in programs designed for parents, regular education personnel and community.
22. Participate in IEP meetings and transition meetings
23. Participate in Intervention Assistance Team meetings on request.
24. Act as resource person for classroom teachers in transitioning classrooms regarding strategies, adaptations, and resource materials.
25. Maintain accurate and complete student records; prepare and submit all required reports.
26. Collect data to evaluate the effectiveness of the preschool program, make recommendations to the program supervisor for program improvements.
27. Seek opportunities to improve skills and grow professionally; attend all required meetings and in-services.

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of the Operating Standards for Ohio's Schools Serving Children with Disabilities
- Knowledge of the Ohio Department of Education Early Learning Standards
- Knowledge of FERPA and HIPPA
- Knowledge of current preschool curriculum programs and developmentally appropriate practices in early childhood education
- Knowledge of current educational issues and best practices
- Knowledge of effective intervention strategies

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- Knowledge of mandated assessment tools
- Knowledge of community agencies that can support students with disabilities
- Knowledge of classroom management techniques
- Knowledge of problem solving processes and creative thinking skills
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to identify children's strengths and areas of weakness and implement a program to enhance their development
- Ability to maintain accurate student records
- Ability to observe and assess skills in all areas of development
- Ability to analyze and interpret assessment data
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with parents, students, co-workers, administrators, and public
- Ability to work with teachers to demonstrate ways of supporting students in the regular classroom
- Skill in effective group and individual counseling, family intervention, crisis intervention, development of home/school collaboration
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision. The employee may occasionally have to lift a small child.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections. The employee may be required to deal with students with behavioral risks.

This position may require local travel. This position may also require attendance at meetings outside of regular work hours (e.g. early morning, evening).

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This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at the ESC.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee's responsibility is to familiarize him/herself with the ESC Staff Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.