



Union County Public Schools
Job Description

POSITION TITLE: Exceptional Children Teacher - PreK	TERM OF EMPLOYMENT: 10 months
DATE: 06/07/2023	DATE OF PREVIOUS REVISION: 12/29/2025
FLSA EXEMPTION STATUS: Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, a Pre-K teacher will provide a nurturing and developmentally appropriate early childhood environment to students, to support learning that guides and supports developmentally appropriate practices and encourages students with or without disabilities to develop skills through play and learning, emotional and social development, health and physical development, language development and communication, and cognitive development. This position may interact with students who have cognitive disabilities, physical disabilities, behaviors, and/or functional skills deficits.

ESSENTIAL JOB FUNCTIONS

1.	Plan, prepare, and deliver educational lesson plans and instructional materials through the implementation of curriculum and Preschool Pyramid Model (PPM) practices that facilitate active and developmentally appropriate learning.
2.	Demonstrate differentiated methods of instruction that effectively address individual students' educational goals and needs.
3.	Establish clear objectives for all curriculum interest areas, studies, and other developmentally appropriate activities.
4.	Evaluate student progress and update students' programming to continually meeting student needs.
5	Provide supervision of students for the purpose of providing a safe and positive learning environment. e.g. Playgrounds, specialty areas, hallways, cafeteria etc.

DUTIES & RESPONSIBILITIES

1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
----	--



Union County Public Schools

Job Description

2.	Assist students with self-care skills e.g., toileting, diapering, dressing, and feeding as needed.
3.	Participates in training and executes appropriate modifications and accommodations for students with Individual Education Programs (IEP). Examples include, but are not limited to, catheterization, tube feedings, diapering etc. if appropriate to specific classroom.
4.	Manage student behavior in the classroom by establishing responsive relationships in a high-quality environment, as described by the Preschool Pyramid Model (PPM).
5.	Collect data and develop lesson plans using the statewide platform, Teaching Strategies Gold (TSG), to deliver and modify instruction as needed.
6.	Prepare students individualized paperwork in preparation for IEP and or/504 meetings if applicable and communicate necessary information regularly to parents and personnel who serve students.
7.	Provide direct instruction according to the curriculum and IEP goals if appropriate, in large and small groups and or individual support.
8.	Effectively communicate necessary information, verbally and/or in writing, regularly to instructional assistants and colleagues regarding student progress and individual needs.
9.	Effectively collaborate with colleagues to support a high-quality environment through identifying shared roles and responsibilities in the classroom.
10.	Participates in departmental, district level and other meetings/committees as directed by supervisor
11	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • Bachelor's degree in education or in a related area: that will qualify for Birth-Kindergarten licensure through N.C. Department of Public Instruction or ability to obtain license 	<ul style="list-style-type: none"> • Master's degree in education or related area.

KNOWLEDGE, SKILLS, AND ABILITIES

<ul style="list-style-type: none"> • Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. • Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; utilization of pertinent software application; and preparing and maintaining accurate records.
--



Union County Public Schools

Job Description

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups
- Excellent written and verbal communication, negotiation, and interpersonal skills with an adeptness at building relationships and collaborating with various departments to understand their needs.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations
- Provide and deliver professional, helpful, high-quality service and assistance before, during, and after requirements are met.

PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects. Ability to lift and/or carry 30lb.s

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.