

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Special Education Teacher –ECE Preschool Classroom   **SCHOOL:** Special Services

**REPORTS TO:** Building Principal & Executive Director of Special Education

**POSITION SUMMARY:** The Special Education Teacher provides instruction and supervises students in the Special Education ECE Program.

### **ESSENTIAL FUNCTIONS:**

- Provide or plan and supervise instruction students assigned to the Special Education ECE classroom.
- Systematically perform and record appropriate formal and informal evaluation of skills relevant to the students assigned.
- Coordinate with support staff, parents, general education teachers and special services in the development of an individual education plan for each special education student in the program.
- Develop or adapt skill sequences and prepare appropriate daily interventions leading to the mastery of short-term objectives for each sequence step, for both individual and group instruction.
- Develop a system of classroom organization and management which allows for appropriate use of individual, small and large group instruction.
- Plan, develop and facilitate IEP paperwork as required for each assigned special education student to ensure compliance with federal state and district procedures.
- Work under the direction of a building team leader in team efforts to facilitate coordination of the district special education program.
- Work collaboratively with specialist(s) (e.g. OT, PT, SLP, Behavior Specialist) to develop programmatic interventions appropriate to the students' physical and communication skills, including environmental needs of the students in the classroom and other school settings.
- Attend team and department meetings as requested.
- Assist teachers in the regular program in techniques of instructional programming and adapting materials for handicapped students, where appropriate.
- Function productively as a team member in planning, supporting and providing instruction.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Continue to strive for professional growth, improving classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current special education innovations through professional literature.
- Perform other instruction related activities as assigned by the building principal.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Minimum – Bachelor's Degree

**EXPERIENCE:** Academic background and coursework in teaching a Special Education classroom. Successful teaching experience and effective work with special education students.

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**CERTIFICATES AND LICENSES:** Current Washington State Teaching Certificate with endorsement in Special Education. Must also be Highly Qualified in Language Arts (passed West E Mid-Level Humanities). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** None Specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date