

Window Rock Unified School District No. 8
Position Description

Position Title	Pre-School Special Education Teacher
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Date Revised
Status Certified
Salary Level Teacher's Salary Schedule
Work Year 186 days

- Qualifications**
Certificates/Licenses
- Possess a BA from an accredited institution
 - Certification as a teacher of Special Education in Arizona
 - Ability to work well with parents, students and staff.
 - Other qualifications as the Governing Board may deem appropriate

Job Goal To provide each 3, 4, and non-eligible 5 year old special education children with a program that will enable him/her to reach their fullest physical, emotional, psychological and behavioral potential.

- Essential Duties**
- Provides a basic core program for special education children consistent with state education code requirements.
 - Coordinates, disseminates and collaborates information with Head Start Agency to identify and carry out I.E.P's for students in the Head Start Program.
 - Implements Child Find screening/recruitment activities with the local Head Start to determine instruments, develop procedures, and designate specific screening responsibilities.
 - Screens preschoolers in areas outlined in the state regulations.
 - Assists and coordinates with Head Start staff members in resolving the unique psychological or emotional problems of children with special needs.
 - Assists in screening, evaluating, and recommending placement of applicants in the pre-school's special education program.
 - Keeps attendance records and all other records pertinent to the special education program for state reports.
 - Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved teaching techniques; and for attending appropriate professional meetings and trainings.
 - Develop and implement an IEP for each student served in collaboration with parents and team members
 - Confers frequently with parents and professional staff members regarding the educational, social and emotional problems of students.
 - Accepts responsibility for maintaining an accurate inventory of equipment in the classroom.
 - Performs other work related duties as assigned.

Physical Effort Physically comfortable, normal classroom work
Working Environment Normal classroom conditions

Supervision Given None
Supervision Received Building Principal and or Special Education Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature
Board approved:

Date