

**Sioux Falls School District 49-5**

**JOB DESCRIPTION**

**DEPARTMENT:** SPECIAL SERVICES

**JOB TITLE:** TEACHER ON SPECIAL ASSIGNMENT:  
EARLY CHILDHOOD SCREENING

**REQUIREMENTS:**

- A. Education Level:** Bachelor's degree and endorsement in any special education or related service area. Certification or licensure: South Dakota teacher certificate or related service license.
- B. Experience Desired:** Successful student teaching or related service Internship. Experience with young child and knowledge of child development. Experience with computer.
- C. Physical Requirements:** Hand-eye, mind-eye coordination. Constant hearing, speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements:** Excellent oral and written communication skills. Skills in human relations, leadership and conflict membership. Knowledgeable of teaching techniques that meet the diverse needs of students. Demonstrated skills in computer word processing, spreadsheets and data bases. Knowledge in implementation of IEP process and special education law. Training in assessment and interpretation of information.

**REPORTS TO:** ECS Supervisor  
Building Principal

**RECEIVES GUIDANCE FROM:** ECS Supervisor

**DATE:** June, 2004

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Completes developmental screens and assessments in accordance with District approved programs of study.
2. Abides by School Board policies and rules, teacher handbooks and the negotiated collective bargaining agreement.

3. Participates in identification, assessment and IEP/IFSP development and delivery for eligible students as needed.
4. Maintains student records regarding the referral, screen, evaluation and placements process in compliance with district, state, and federal requirements.
5. Participates in parent conferences and communicates with parents on a routine basis keeping them informed of their child's development and activities to promote development.
6. Utilizes techniques consistent with the research on characteristics of effective instruction and evaluation.
7. Establishes student success as a primary goal and provides opportunity for all students to experience success.
8. Promotes developmental growth and achievement for all students.
9. Establishes classroom management system that promotes the most efficient use of learning time.
10. Provides for the well-being, health and safety of all students.
11. Participates in school and District study committees and department meetings.
12. Maintain the confidentiality of students and their families.
13. Performs other duties as assigned by supervisors.

**WORKING CONDITIONS:**

<b>A.</b>	<u>Inside</u>	<u>Outside</u>	<u>Both</u> <b>XXX</b>
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**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:**

For some building, stairs, chalkdust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals, and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**