

Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: HEAD START TEACHER DISABILITIES
COORDINATOR

REQUIREMENTS:

A. Education Level: Bachelor's degree and Special Education endorsement.
South Dakota teacher certificate.

B. Experience Desired: Previous Head Start experience preferred but not required.
Elementary or early childhood teaching experience.

C. Physical Requirements: Requires hand-eye/mind/eye coordination, hearing,
frequent speaking, writing, sitting, bending, walking,
keyboarding and repetitive motions using wrists, hands,
and fingers are also required.

D. Other Requirements: Excellent oral and written communication skills. Skills in
human relations and conflict management. Knowledge of
teaching techniques that meet the diverse needs of students.
Demonstrated knowledge in implementation of
IEP process and special education law. Training in
assessment and interpretation of information. Demonstrated
skills in computer word processing, spreadsheets, and
data bases.

REPORTS TO: Head Start Director, Building Principal

RECIEVES GUIDANCE FROM: Department Chairpersons

DATE: Revised June 2004

ESSENTIAL FUNCTIONS AND DUTIES:

1. Implements and coordinates Head Start Performance Standards.
2. Participates in identification, assessment and IEP development and delivery for eligible students, as appropriate.
3. Provides technical assistance to School Based and Community Based classrooms.
4. Maintains student records regarding special education process in compliance with district, state and federal requirements.

5. Assists teachers in establishing a learning environment that promotes the orderly behavior of all students while maintaining the dignity and positive self-concept of each student.
6. Assists teachers in establishing a classroom management system that promotes the most efficient use of learning time.
7. Participates in Head Start, and district study committees and department meetings.
8. Provides for the well being, health and safety of all students.
9. Plans and implements home visits, family focused curriculum and small/large group parent activities, including involvement with policy council.
10. Plans training sessions utilizing techniques consistent with the research on characteristics of effective teaching.
11. Recognizes individual and cultural diversity of Head Start families and children.
12. Maintain the confidentiality of students and their families.
13. Performs other duties as assigned by the Head Start Director including but not limited to recruitment, grant writing, program evaluation, needs assessment, etc.

WORKING CONDITIONS:

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

Some district and community sites are not climate controlled and are subject to extremes of temperature and humidity.
The itinerant status of this position requires exposure to the outside environment, as travel between schools and/or community sites is required.

C. Hazards:

Stairs, drafts, chalkdust and exposure to communicable diseases.
Travel between schools and/or community sites will cause exposure to hazardous driving and walking conditions.

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

Signature

Date

Print Name

Head Start Teacher Disabilities Coordinator