



## Sioux Falls School District 49-5

### JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>SPECIAL SERVICES</b>
<b>JOB TITLE:</b>	<b>EARLY CHILDHOOD SPECIAL EDUCATION TEACHER</b>
<b>A. Education Requirements:</b>	Bachelor's degree in an approved teacher education program. South Dakota teaching certificate with endorsements in Early Childhood Special Education.
<b>B. Physical Requirements:</b>	Constant hand-eye and mind-eye coordination and hearing; intermittent speaking, standing, walking and writing. The ability to provide physical management to students with behavior or self-care needs.
<b>C. Other Requirements:</b>	Excellent oral and written communication skills. Demonstrated skills in human relations, leadership, and conflict management. Demonstrated competency in word processing, spreadsheets and data bases. Knowledge in implementation of IEP process and special education law. Training in assessment and interpretation of information.
<b>D. Experience:</b>	Successful student teaching.
<b>REPORTS TO:</b>	Building Principal
<b>RECEIVES GUIDANCE FROM:</b>	Assistant Principal Department Chairpersons Curriculum Coordinators Special Services Supervisors
<b>DATE:</b>	November 2013
<b>ESSENTIAL FUNCTIONS AND DUTIES:</b>	
1. Ability to Plan and Prepare Instructional Tasks	

- Plan instructional tasks that are meaningful and related to learning goals

## 2. Provide Instruction to Students

- Implement District curriculum
- Maintain a strong instructional focus utilizing the elements of effective instruction
- Communicate a high level of expectation
- Communicate clear learning goals to students
- Adapt instruction to meet the needs of all students
- Address various learning styles
- Sequence content at an appropriate pace
- Use appropriate level of questioning to promote understanding
- Relate lesson content to prior and future learning
- Require students to summarize information in written and/or verbal form
- Appropriately recognize and reinforce individual student effort
- Represent knowledge/information non-linguistically through a variety of methods
- Organize students in cooperative or ability groups when appropriate
- Require students to analyze and apply knowledge
- Display enjoyment, humor, and enthusiasm for teaching and expect students to enjoy learning
- Conduct ongoing assessments for learning

## 3. Provide Effective Classroom Environment

- Establish appropriate classroom rules and procedures that are clearly understood by all students
- Effectively and consistently enforce rules and follow procedures
- Redirect students naturally and immediately without disrupting others
- Be well-organized and have all materials, equipment, etc., ready for immediate use
- Carry out smooth and effective transitions (e.g., from one activity to another, as students enter and leave the room)
- Maximize time on purposeful instructional tasks
- Begin and end class period with focus on learning
- Establish a positive learning environment

## 4. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students
- Conduct parent-teacher conferences in accordance with District policy

## 5. Follow District and building policies and procedures

6. Support of District goals
7. Report student progress to parents and students
8. Perform other duties as assigned
  - Case manages student individual education programs (IEP) to meet specialized needs of students with disabilities
  - Coordinates special education documentation regarding the special education process including referral, evaluation, IEP development and implementation, and related processes in compliance with district, state and federal requirements including timelines
  - Implements specialized instruction utilizing researched strategies and interventions based on the needs of the students
  - Participates in IEP meetings and communicates with parents on a routine basis keeping them informed of their child’s progress in compliance with district procedures
  - Maintains student special education records and related information as outlined in district procedures and in a confidential manner

**WORKING CONDITIONS:**

- |           |                      |                       |                                  |
|-----------|----------------------|-----------------------|----------------------------------|
| <b>A.</b> | <b><u>Inside</u></b> | <b><u>Outside</u></b> | <b><u>Both</u></b><br><b>XXX</b> |
|-----------|----------------------|-----------------------|----------------------------------|
- B. Climatic Environment:** Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.
  - C. Hazards:** Stairs, chalkdust and exposure to communicable diseases may be potential hazards. In labs/classrooms there could be exposure to toxic 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**