

Early Childhood Teacher
Job Description

TITLE: Early Childhood Teacher

QUALIFICATIONS: 1) Type 10 or Type 02 Illinois Certificate Teacher and
2) Early Childhood Special Education Letter of Approval

REPORTS TO: Director of Kendall County Special Education, Assistant Director
and Coordinator

FUNCTION: To provide services to identified students three to five years old,
(based on Early Childhood Program Guidelines), whose motor,
speech and/or language, cognitive or social-emotional
development are delayed.

RESPONSIBILITIES:

A. Instructional Planning

1. Plans and prepares for assigned students.
2. Provides written intervention plans or IEP's on each student.

B. Competency in Subject Matter

1. Teaches content and skills to assigned student utilizing KCSEC and district curriculums and approved courses of study.
2. Strives to improve expertise in areas of specialization.

C. Instructional Methods and Practices

1. Participates in IEP conferences including behavior management plans, functional behavior assessment, placement, and annual reviews.
2. Develops strategies for maintaining a classroom environment conducive to effective learning and utilizes effective teaching methods and employs a variety of instructional techniques appropriate to the maturity, interests, and needs of the students.
3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student progress on a regular basis.
4. Maintains accurate and complete records as required by law and KCSEC policies.
5. Communicates with parents on an individual or small group basis.

6. Consults with appropriate professional staff regarding a student's educational program.
7. Initiates, facilitates and monitors mainstreaming into student's program when it is appropriate and consults with teacher to whom student is mainstreamed in the Least Restrictive Environment.
8. Provides direction and guidance to teacher's aide (when assigned).

D. Classroom Management

1. Establishes strategies for maintaining orderly classroom behavior on an individual and group basis.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

E. Relationship with Students, Parents and Staff

1. Works to establish and maintain open and positive lines of communication with students and their parents concerning academics, language and behavior.
2. Establishes and maintains cooperative relations with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

F. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. Observes and follows all KCSEC policies and procedures.
3. Exhibits professionalism and commitment through punctuality and attendance.
4. Performs other duties as assigned by the KCSEC administration.

EVALUATION: Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member or Director of Kendall County Special Education, Assistant Director and Coordinator and shall be an ongoing process.