

**EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION**

Title: **TEACHER OF PRESCHOOLERS WITH DISABILITIES** **File 214**

Reports to: Director of Student Services and Coordinator of Special Education

Job Objectives: Plans, implements, and evaluates student learning experiences designed to address a wide range of maturity and skill levels. Helps students develop language, social, cognitive, and motor skills. Encourages parental involvement.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Training and/or experience in behavioral management techniques is preferred.
- Satisfactory pre-employment and ongoing random drug tests results.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions.

Note: Appointment requires successful completion and periodic renewal of state mandated and service center training requirements (e.g., communicable disease, child abuse, CPR, first aid, and/or behavioral management training).

Note: This assignment may require a valid driver's license, access/availability of a reliable vehicle, and/or completion of van driver training. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom. Requisitions program supplies and equipment. Promotes the proper use and care of school property.
- Teaches scheduled classes. Documents teaching performance objectives. Creates effective learning experiences. Ensures that lesson plans reflect appropriate academic content consistent with students' IEPs and state standards.
- Maintains written lesson plans. Provides prompt notification of absences. Ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Encourages community/school partnerships that enhance the service center's operational effectiveness.
- Complies with state model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Identifies problems that may impede learning and/or the social integration of preschool students. Helps identify families that may need intervention services.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.

- Lifts, transfers, and positions students as appropriate.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Teaches students how to plan ahead, care about other people's feelings, and make appropriate decisions.
- Provides families information about how to reinforce skills learned at school.
- Collaborates with building staff to support educational experiences in "typically-developing" peer classes.
- Shares knowledge and resources that enhance student learning.
- Trains and evaluates assigned teacher assistants.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Closely monitors student use of program supplies and equipment. Follows standard sanitation procedures to maintain a clean program environment.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates student achievement/performance and prepares periodic progress reports.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem. Collaborates with staff to implement behavior improvement plans. Works with students to acknowledge and manage responsible personal conduct. Charts behavior as required.
- Reports evidence of suspected child abuse and neglect as required by law.
- Helps prepare and implement Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, feeding, etc.) as trained by a licensed health care professional when appropriate.
- Complies with local, state, and federal personal hygiene rules and standard sanitation procedures.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Works with community services associated with students' programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Schedules home visits when appropriate to support program goals.
- Supervises non-classroom activities when assigned.
- Participates in parent conferences, open houses, and other required events when appropriate.
- Supports parent organizations and encourages student activities as time permits.
- Participates in ESCFC and district staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.

- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.

- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Addresses problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the director of special education and coordinator of special education: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require using a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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