

Job Summary:

Under the supervision of the administrator of the program and/or designee, the Special Education Teacher, Preschool provides support to the preschool team; identifies students with special needs ages 3-5; provides pertinent information and consultation services to preschool staff members; develops and implements Individualized Educational Plans (IEPs); participates in ongoing planning with preschool staff; promotes and supports successful transitions to Transitional Kindergarten and/or Kindergarten. This position is also responsible for working with the administrator to achieve and maintain standards of excellence within all curricular areas and working cooperatively with school district personnel and outside agencies to provide students with a successful educational program.

Essential Duties:

- Demonstrates knowledge of TK-K core curriculum and the Preschool Learning Foundations.
- Demonstrates knowledge of special education laws, as well as SELPA and district policies and procedures to maintain compliance with federal and state laws.
- Developed reasonably calculated, legally defensible IEPs including individual goals aligned to state content standards that provide educational benefit to the students.
- Implements student IEPs as written in accordance with the law to provide educational benefit to the students.
- Monitors students' progress utilizing data that reflects student performance and adjusts instruction as needed based on analysis of the data to coordinate services to individual students.
- Provides students with specialized instruction for the purpose of meeting their unique needs.
- Collaborate regularly with teachers, psychologists, specialists, and others to monitor student progress.
- Provide timely feedback to students, parents and general education teachers based on data in order to coordinate services to individual students.
- Schedule IEP meetings with parents, early childhood educators, general education teachers, administrators, and any member of the IEP team required by law to maintain compliance with federal and state laws.
- Develop positive and supportive relationships with staff, administration, student and families.
- Support teachers in all areas of instructional strategies, student engagement, assessment, curriculum, and provide research, tools and resources as needed.
- Conduct workshops, training sessions, and in-service programs to equip teachers and support staff with effective strategies for diverse learning needs.
- Provide on-going support and mentorship to educators on adapting and modifying curriculum and providing accommodations for individual student cases.
- Develop and model strategies to enhance student engagement, differentiation, and active participation in the learning process.
- Maintain and monitor an information system that supports department goals.
- Participate in professional learning opportunities to enhance skill set.
- Collaborate with Special Services department to develop, review, and refine curriculum materials, ensuring alignment with individualized education plans and state standards.
- Adhere to federal, state and local rules and regulations that govern special education.
- Perform other related duties as assigned.

Skills to:

- work collaboratively with administrators, early childhood educators, classified personnel, parents, and students;
- provide effective coaching/mentoring and guidance to educators;
- build rapport and develop trusting relationships with all stakeholders;
- provide direction to teachers, support staff, students and families;
- analyze data, develop, coordinate, and deliver appropriate professional development based on needs.
- set short and long-term goals for professional development;
- proficiently teach methodologies tailored to diverse learning needs;
- collaborate and communicate effectively both orally and in written form;
- plan, organize, and prepare IEPs, behavior plans and transition plans as appropriate;

Knowledge of:

- effective strategies for teaching preschool aged children;
- best practices for student engagement;
- assessment tools and strategies to evaluate student progress;
- computers and applicable educational programs and applications;

- adopted curriculum and research based strategies to improve student outcomes;
- federal, state, and local special education rules and regulations;
- special education student information systems;
- TK/K state standards and curriculum;
- preschool learning foundations;

Ability to:

- work cooperatively and collaboratively with administration, teachers and support staff;
- gather, analyze, and interpret data to formulate a professional development plan;
- communicate the results of program evaluation and offer recommendations to administrators;
- lead professional development sessions, workshops, and training programs effectively to inspire and empower educators;
- be flexible and adapt to the needs of the educators and/or program;
- coordinate services with early childhood educators, general education teachers and make suggestions for modifications/accommodations of core curriculum that targets students' needs;

Responsibilities include: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations. This job is performed in a generally clean and healthy environment.

Experience Required:

- Minimum of one year of experience providing special education services to preschool aged children;

Education Required:

- Bachelor's degree required;
- Valid Early Childhood Special Education Credential;
- EL Authorization;

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.