

# Job Description

Blue Valley School District

## Early Childhood Special Education Teacher

### Purpose Statement

The job of Early Childhood Special Education Teacher is done for the purpose/s of providing individualized education services to children between the ages of three and five who have been determined to have a special education need.

### Essential Functions

- Provides individualized instruction to meet student's Individual Education Program (IEP) goals.
- Collaborates with parents and other professionals working with each child.
- Creates lesson plans and teaching materials.
- Coordinates case management services with multiple professionals, including doctors, therapists, etc.
- Writes evaluations, requests for assistance, and IEPs as needed.

### Other Functions

- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; verbal and written communication; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; stages of child development/behavior and learning styles; evidence-based practices to help children meet goals; age appropriate student activities; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; often gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with job-related data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; building effective relationships; maintaining confidentiality; preparing and maintaining accurate records; working individually and as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and /or methods; leading, guiding and/or coordinating others; utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 25% sitting, 10% walking, and 65% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** One or more years of related teaching experience preferred.

**Education:** Bachelor's degree in Early Childhood Education, Early Childhood Special Education or a related field

**Equivalency:**

**Required Testing****Certificates and Licenses**

Kansas Teacher Certification  
Special Education Certificaiton

**Continuing Educ./ Training****Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

**FLSA Status**  
Exempt

**Approval Date**

**Salary Grade**