EC Preschool Teacher New Hanover County Schools

Job Description

Class: Certified Dept: School

TITLE: Teacher

QUALIFICATIONS: 1. Bachelor's degree in education with valid teaching

license in Birth-Kindergarten or completed a licensure program through an alternative pathway to

education with valid North Carolina credentials.

2. Such alternatives to the above qualifications as the

Board of Education may find appropriate.

REPORTS TO: Director of Special Education and Related Services

JOB GOAL: To help students learn subject matter and skills that will

contribute to their educational and social development.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- 1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
- 2. Administers the Transdisciplinary Play Based Assessment to students in the initial referral or reevaluation process within required timeline.
- 3. Scores the Transdisciplinary Play Based Assessments based on specific learning progression criteria.
- 4. Interprets test results, completes educational summary, develops IEP goals and objectives.
- 5. Completes observations and observational summaries related to the student being assessed; as needed or requested.
- 6. Completes educational assessments for speech evaluations.
- 7. Conducts referral meetings for child find purposes.

- 8. Collaborates with IEP team and other school staff as necessary.
- 9. Attends eligibility determination meetings to share results of assessments with the IEP team and participates in the development of the IEP and educational programs for eligible students.
- 10. Perform related duties and responsibilities as required by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with

provisions of the Board, local and state policy on evaluation of

teachers.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate strong content knowledge.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.