



## **JOB DESCRIPTION FOR ITINERANT PRESCHOOL SPECIAL EDUCATION TEACHER**

**Title:** ITINERANT PRESCHOOL SPECIAL EDUCATION TEACHER

**FTE:** .50-1.00 FTE (FTE is negotiable)

**BENEFITS:** per professional agreement all professional staff with an FTE of .50 or higher receive full health benefits for a single employee; health insurance is with Missoula County Risk & Benefits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Itinerant Preschool Special Education Teacher works with students ages 3-5 within five basic dimensions: assessment, instruction, intervention, collaboration and consultation.

The Itinerant Preschool Special Education Teacher provides special education services to preschool students with disabilities ages 3-5; consults and collaborates with all members of preschool ER and IEP teams in Cooperative member districts as assigned by the Director; fulfills assignments either in person or virtually as determined by the Director.

Travel is a basic and essential function of the job for all Cooperative employees. Travels daily from the Cooperative Office to member districts as assigned by the Director. Daily assigned travel ranges from 4 miles (8 miles round trip) to 81 miles (162 miles round trip). Cooperative member school districts include: Alberton, Arlee, Bonner, Charlo, Clinton, DeSmet, Dixon, Lolo, Potomac, Seeley Lake Elementary, St. Ignatius, Sunset, Superior, Swan Valley Elementary and Woodman. Employee must submit mileage on a monthly basis and is then reimbursed for mileage at the Federal/State rate.

### **SUPERVISORY RESPONSIBILITIES:**

No official supervisory responsibilities. However, under the supervision of the Cooperative Director, the itinerant preschool special education teacher will serve as case manager and special education teacher of record for preschool students from Cooperative member districts ages 3-5 with IEPs that reflect a preschool student who requires specialized instruction. The preschool special education teacher will provide guidance to para educators (working in member districts) and will demonstrate how to implement preschool IEPs and how to collect data. The itinerant preschool special education teacher will consult and collaborate with district school age special education teachers, para educators, and administrators. Moreover, under the supervision of the Cooperative Director, the itinerant preschool special education teacher will collaborate and consult with Cooperative staff, and related service providers.

### **REPORTS TO:**

The Cooperative Director

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE REQUIRED:**

B.A. in Elementary Education, P/K-12 Special Education Endorsement, Elem/Sped Teaching Licensure as per State of Montana, Office of Public Instruction OR Valid Teaching Certificate or eligibility for Montana endorsement in special education.

**PREFERRED QUALIFICATIONS:**

Experience teaching young children with disabilities.

**ASSESSMENT:**

1. When applicable, participates as a member of the evaluation team in determining eligibility for services as a child with disabilities.
2. Conducts educational assessments and progress monitoring in conjunction with other professionals and interprets data for parents and appropriate school personnel.
3. Participates in multidisciplinary meetings and assists in developing Individualized Education Programs (IEPs) for special education preschool students after consultation with IEP team members.

**INSTRUCTION/INTERVENTION/CONSULTATION/COLLABORATION:**

1. Provides special education services to students with diagnosed disabilities in accordance with assessed needs in order to implement student IEP goals.
2. Provides management as a case manager in the implementation of IEPs for each student with a disability in accordance with federal and state special education rules and regulations.
3. Consults and collaborates with school staff, parents and outside agencies regarding student special education needs.
4. Uses and demonstrates positive behavior intervention and supports to instruct and motivate all students to learn in environments based in rigor, relevance and relationships.
5. Applies reasoning and strategic thinking based on data and best practices in special education.
6. Assumes the lead role in providing an appropriate individual education program (IEP) for each preschool student with a disability on their caseload.
7. Prepares monthly lesson plans which address goals and objectives within students' IEPs.
8. Takes all reasonable and necessary precautions to protect students, equipment, materials and facilities.
9. Maintains confidentiality of students, reports, files and all information relating to students with disabilities.

**OTHER REQUISITE SKILLS AND ABILITIES:**

1. Owns a reliable automobile, safe for year 'round travel and provides the Cooperative with a copy of a current driver's license, auto insurance and automobile registration.
2. Demonstrates commitment to student achievement and high-quality home and school partnerships.

3. Sets high goals for self and students and takes necessary steps to achieve those goals.
3. Systems mindset: organized, focused on team success by being a professional and collaborative colleague.
4. Applies ethical standards to professional practice as well as relevant laws and policies in the delivery of special education services.
5. Seeks to remain current with regard to special education practices, knowledge and skills.
6. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:
  - (a) Lift/transport instructional items and curriculum materials from vehicle or Cooperative office to assigned school(s).
  - (b) Regularly walk to various classrooms, offices or buildings on the school campus and assist students to do so as well.
  - (c) Sit to use computer software programs.
  - (d) Walking, kneeling, sitting, bending, crouching for extended periods of time as required by age and developmental level of children served.
7. Ability to perform the essential duties of the job in quiet to moderately noisy work settings.
8. Fulfills other duties as assigned by Director.