



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Coordinator of Preschool Special Education	<b>Location:</b>	Smoketree Elementary
<b>Reports To:</b>	Special Services Director	<b>Supervises:</b>	Preschool Personnel
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	188 days / 10 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Current Arizona Early Childhood Special Education Teacher's Certification or K-12 Special Education Teaching Certificate with Early Childhood Endorsement
- Graduate work equivalent to a Master's Degree in early childhood curriculum, supervision, instruction design or other related areas preferred
- Five years of successful early childhood special education teaching experience and knowledge of various models for quality instruction
- Prior training in methods of clinical observation techniques
- Ability to communicate effectively orally and in writing
- Must understand and apply high levels of confidentiality due to the nature of the assignment
- Experience in delivery of information to adult groups preferred
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To assist the Director in the coordination, supervision, and support of the Preschool Program and staff

### Responsibilities and Requirements

#### **CURRICULUM AND INSTRUCTION**

- Oversee daily operation of Smoketree Developmental Preschool
- Coordinate and facilitate referrals to and for Child Find and services in the preschool program
- Maintain communications with other agencies with which the staff is involved
- Responsible to work in conjunction with building principals in conducting observation and training of teachers
- Responsible to conduct demonstration classes with early childhood students to illustrate various instructional models, when appropriate
- Responsible to meet regularly with Special Services Department / Team Leaders
- Assist in gathering data and preparing reports to meet district, state and federal guidelines relating to preschool operations, student achievement, staff performance, and licensure
- Ensure compliance with AZDHS preschool licensure and Quality First Star Rating

#### **STAFF PERSONNEL**

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers; coordinate programs for therapeutic purposes; integrate overall developmental goals into the academic setting
- **TEAM MEMBER:** responsible for teacher evaluations and classified evaluations as required by supervisor

#### **STUDENT PERSONNEL**

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan
- **SUPERVISION:** be responsible for the supervision of students at all times



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### **OPERATIONS**

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance
- **TEACHER ABSENCE:** advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** account for school and district property, as required
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

### **FINANCE/BUSINESS MANAGEMENT**

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee
- Assist with ensuring compliance with First Things First-Quality First and Preschool Grant requirements
- Ensure site tuition and donation reporting procedures are followed

### **SCHOOL/COMMUNITY RELATIONS**

- **INTERPRETATION:** interpret school policies and programs to students and parents
- Conduct community Child Find

### **OTHER**

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned by the Building Principal and other job-related duties as assigned by the Director of Special Services

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### **Other Information**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.