

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Preschool Itinerant Teacher*

QUALIFICATIONS: Louisiana certification as set forth in Louisiana Standards for State Certification of School Personnel (Bulletin 746) in Early Childhood

REPORTS TO: Special Education Supervisor

SUPERVISES: Assigned children

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel.

SALARY: 9 - Month Certified Salary Scale

TERMS OF EMPLOYMENT: 9 - Months

JOB GOAL: Provide educational experiences to preschool children based on the IEP goals and objectives in the home or community based preschool.

PERFORMANCE RESPONSIBILITIES:

DESIGN AND EVALUATION – Assumes responsibility for instruction of identified 3-5 year olds.

- Transition liaison between Early Steps and the Local Education Agency. Attend transition IFSP meetings for infant/toddlers who will be turning 3. Discuss with their parents the next step in the process for their child to continue to receive services.
- Write effective IEPs and plan effectively for instruction to implement the IEP.
- Work with Preschool teachers to improve instruction to implement IEPs.
- Coordinate efforts with the Child Search Coordinator.
- Collaborate with Head Start personnel to improve services for 3-5 students with disabilities.
- Attend preschool meetings with state department personnel and bring information back to the parish.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.

- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date