

Job Title: Preschool Special Education Teacher on Special Assignment (TOSA)
Department: Preschool
Reports To: Preschool Coordinator I & II
FLSA Status: Exempt
Salary Schedule: TT (up to TOSA level 3)



SUMMARY

The Preschool Special Education TOSA assists the Preschool Coordinators in ensuring that all students with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services, as specified in an Individualized Education Program (IEP), designed to meet the unique needs of the student and help prepare them for kindergarten. In addition to taking on various responsibilities, the Preschool TOSA functions as the LEA in an assigned building site over several special education classrooms, participating in eligibility, placement, and IEP meetings following the procedures and requirements of special education law.

The Preschool Special Education TOSA will also carry a caseload of special education files and teach assigned classes in addition to their special assignment.

All responsibilities associated with the Preschool Special Education Teacher job description also apply to the TOSA.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Facilitates the research, development, and training of general education and special education curriculum in conjunction with the Preschool Coordinators.

Facilitates the research, development, and alignment of special education strategies, interventions, accommodations, modifications, and adaptations.

Supports the preschool special education teachers and related service providers in implementing a consistent continuum of placements in the Preschool.

Supports the Preschool in developing and implementing GVC & CSIP.

Ensures that teachers and child development associates (CDAs) have ongoing training and support for classroom environment expectations as per the grant rating tools (i.e. ECERS-3 and ECERS-E).

Completes all required accountability, paperwork, and reports for grants.

Guides secretaries in the clerical responsibilities of the grant(s), registration, and data management.

Assists in management of purchasing and inventories to inform budget process.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledgeable of state and federal guidance related to special education and early childhood programs and Federal IDEA Special Education laws and regulations pertaining to students with disabilities, and policies and procedures pertaining to IEP's.

Knowledgeable of the following areas:

1. Utah's Early Childhood Core Standards
2. Professional Learning Coach strategies
3. Connect4Learning Curriculum
4. Early Childhood Developmental Observation Tool (DOT)
5. Early Childhood Environment Rating Scale (ECERS-3, ECERS-E)
6. Least Restrictive Behavior Interventions including behavior management techniques.
7. Special Education learning strategies
8. Related Services including Occupational Therapy, Physical Therapy, Speech and Language therapy, Vision and Hearing
9. Curriculum development/enhancement and monitoring (GVC, CSIP).
10. Medicaid Policies and Procedures
11. Title 1 Preschool Regulation & Practices
12. TANF Policies and procedures
13. The Public Education Employment Reform Act of 2012 or Senate Bill 64
14. Administration of HQSR Grant (Rules, Procedures, Audits, Documentation, Reimbursement)
15. DCFS and School Safety Plans

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A Bachelor’s Degree from a four-year college or university.

A minimum 5 years teaching experience in a preschool setting, experience as a successful presenter for adults, and a deep understanding of special education early childhood/preschool development.

Must be a teacher in good standing with no documented performance or conduct concerns within the past three years per WCSD policy 1120.3.1.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Utah level 2 Teaching License, preferably in the areas of Early Childhood Education (K-3), Elementary Education, or Preschool Special Education (Birth – Age 5).

A valid Utah Driver’s License is required. Must pass the Utah State Employee Drivers Education written test (available online) annually.

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Preschool Coordinator II			Date: 03/28/2017
Approved By: Executive Director, Human Resources			Date: 04/7/2017
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	