

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER, PRE-KINDERGARTEN HANDICAPPED

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Appropriate Florida teaching certificate.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends for Pre-Kindergarten Handicapped programs. Ability to develop and implement an Individual Education Plan (IEP). Knowledge of applicable laws, rules, and policies. Knowledge of medical procedures and therapeutic techniques. Ability to communicate effectively with parents, aides / assistants, and other professionals.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide a Pre-Kindergarten classroom experience that will help each child to develop physically, emotionally, psychologically, and behaviorally.

#### SUPERVISES:

Personnel assigned by the Principal

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide learning experiences with understanding of different handicapping conditions and present materials at the appropriate level for each student.
- \* (2) Work as a team member with occupational, physical, and speech / language therapists and follow through with recommendations for positioning, weight bearing, brace wear and various other adaptive devices and therapies necessary for optimal student development.
- \* (3) Provide individual and small group instruction to meet individual needs in self-care.
- \* (4) Assess each child and write an appropriate Individual Education Plan (IEP) for each child annually.
- \* (5) Provide daily hands-on activities to enable students to achieve goals included on their IEPs.
- \* (6) Plan and coordinate work of aides, volunteers, and parents to obtain maximum benefit from their efforts.
- \* (7) Provide a classroom environment that is enriching, nurturing, and structured yet flexible within limits.
- (8) Provide for doctor ordered procedures for students, such as administration of medication, tube feeding, and suctioning.
- (9) Provide for assisting students in daily living needs, such as toileting, feeding, and personal hygiene.
- (10) Communicate regularly with parents through conferences, home visits, phone calls, and notes home to help them follow their child's progress and better understand the school program.
- (11) Select and order developmentally appropriate materials for classroom use.
- (12) Maintain professional competence through professional development activities and literature.

**TEACHER, PRE-KINDERGARTEN HANDICAPPED (Continued)**

- (13) Develop activities for parents to promote participation and involvement in classroom and at home activities for their children.
- (14) Participate in school-wide meetings, projects, committees, and activities.
- (15) Provide inclusion experiences as appropriate with other pre-kindergarten classrooms.
- (16) Assist in keeping the classroom as clean and germ-free as possible.
- (17) Store and maintain orthopedic, classroom, and playground equipment.
- (18) Maintain inventory of materials, supplies, and equipment.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(20) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**  
**Lane 8 of the Instructional Salary Schedule**  
**DOE Job Code 52015**

**Revised Board Approval 04/11/2017**