

REPORTS TO: ARESC Early Childhood Coordinator

QUALIFICATIONS

- Bachelor's degree at minimum with specialization in Early Childhood Special Education
- Valid Arkansas Teaching License in appropriate licensure area (ages 3-4 or B-K Endorsement)
- Agrees to complete required trainings
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require
- Career Ready Certificate is Preferred

SPECIAL KNOWLEDGE/SKILLS

- Ability to be dependable and report to work daily
- Exhibit characteristics of being self-motivated and student-focused
- Ability to follow oral and written directions
- Ability to establish effective working relationships
- Maintain effective classroom management strategies
- Cooperatively work in a team
- Ability to complete records accurately and timely
- Exhibit effective communication skills
- Possess a servant spirit and willingness to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

JOB GOALS

To provide a high quality preschool learning experience for every child we serve by focusing resources on the intellectual, physical, emotional, and social development of each child. This includes appropriate education experience based on the Individual Education Plans (IEPs).

PERFORMANCE RESPONSIBILITIES

- Employ developmentally appropriate practices in the areas of instructional methods, scheduling, behavior management, and selection of materials/activities
- Conduct individualized screening and assessment, compile evaluation reports, and complete due process procedures accurately and within required timelines.
- Document the provision of instruction for each child.
- Attend all conferences for children for which the teacher is responsible.
- Interpret results of evaluations for parents in terms they can understand.
- Develop and/or modify recommended goals and objectives for children assigned to caseload.
- Develop written lesson plans and/or intervention strategies for implementation of the objectives contained in the IEP.
- Provide appropriate agency personnel with required documents in a timely manner.
- Follow the practices which are outlined in Arkansas' Daycare licensure Regulations
- Provide progress reports to parents on a regular basis.
- Maintain and/or submit documentation which is request by the ARESC office.
- Assist with Child Find Activities
- Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances
- Display ethical and professional behavior in working with students, parents, school personnel, outside agencies
- Other related duties, as assigned

TERMS OF EMPLOYMENT - 190 day contract on ARESC Salary Schedule