

## KINGSPORT CITY SCHOOLS

### SPECIAL EDUCATION - PRE-K TEACHER

The job of Special Education - Pre-K Teacher was established for the purpose/s of teaching pre-school age children in a developmental learning program which addresses cognitive, physical, emotional, social, and communication skills as well as addressing the specialized needs of students with identified disabilities.

#### QUALIFICATIONS:

**Education:** Bachelors degree in job related area

**Equivalency:** None Specified

**Experience:** Job related experience with increasing levels of responsibility is desired

**Certificates & Licenses:** Valid teacher's license with appropriate endorsement acceptable to the state of Tennessee Department of Education

Must have or be willing to obtain First Aid and CPR certification

Must have or be willing to obtain Conflict Resolution/Restraint Training

All teachers of record of core academic subjects must be "highly qualified".

**Required Testing:** Pre-employment Physical Exam

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**Continuing Education/Training:** Maintain state license requirements

**FLSA Status:** Exempt

#### ESSENTIAL FUNCTIONS

- Develops and maintains student IEP's in EasyIEP and conducts parent meetings with fidelity in order to articulate student growth towards IEP goals.
- Organizes and leads age appropriate activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Teach basic skills such as color, shapes, number and letter recognition, personal hygiene and social skills, following curriculum guidelines.
- Plans curriculum and prepares lessons and other materials, considering factors such as individual needs, abilities, learning levels, and physical limitations of the students.
- Employs special education strategies or techniques during instruction to improve the development of sensory and perceptual-motor skills, language, cognition, or memory.
- Employs and follows conflict resolution/restraint strategies.
- Utilizes special teaching tools, techniques, and equipment.
- Instructs students in proper toilet training and assists in bathroom needs.
- Observes and evaluates children's performance, behavior, social development and physical health.
- Provides a variety of materials and resources for children to explore, manipulate and to use, both in learning activities and in imaginative play.
- Articulates appropriate student goals and objectives.
- Prepares for assigned students and shows evidence of preparation upon request of immediate supervisor.
- Utilizes active teaching strategies which incorporate cooperative learning, audio-visual/technological advances, and/or other "leading edge" techniques.
- Uses authentic assessment strategies whenever feasible.
- Adapts and modifies curriculum/instruction to meet individual needs of students.

- Fosters cooperative social behavior through activities and group projects to assist students in forming satisfying relationships with other students and adults.
- Supervises activities such as field trips, group discussions, and classroom activities to stimulate students' interest and broaden understanding of their physical and social environment.
- Encourages students to maintain high standards of classroom behavior.
- Maintains effective, developmentally appropriate student management techniques in all settings.
- Arranges indoor and outdoor space to facilitate creative play, motor-skill activities, or safety measures.
- Discusses students' problems and progress with student, parents, and administration and suggests corrective action as needed.
- Accurately maintains/prepares, in a timely manner, all reports/data required by the Board of Education.
- Administers diagnostic tests and evaluates students' progress on a regular basis.
- Develops and maintains an environment conducive to learning.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, extracurricular activities, rest times, etc.).
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.).
- Advises parents and/or legal guardians of student progress.
- Directs student teachers, instructional assistants, volunteers and/or student workers.
- Maintains a high level of personal integrity and strong work ethic.
- Assumes the responsibility of having regular and timely attendance.
- Participates in a variety of meetings and trainings.
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the benefit of and in the best interest of students in the academic areas, athletics, special programs, extra-curricular activities, etc.
- Follows all board policies, school system rules and administrative regulations.
- Maintains confidentiality relative to employee, student, and parent records/information and procedures according to legal and system guidelines such as the Employee Handbook or Kingsport City Schools Policy Manual.
- Reports immediately, as required by law, to the appropriate agency(ies) and the principal or other persons designated by the school system, incidents of actual or suspected child abuse, actual or suspected child sexual abuse.
- Reports immediately, as required by law or school policy, to the appropriate agency(ies) and/or the principal or other persons designated by the school system, incidents involving unlawful student possession of weapons or drugs or fighting on school property.
- Responds in a prompt and professional manner to inquiries from a variety of sources (e.g. teachers, students, parents, administrators, boosters, etc.).
- Responds to emergency situations and safety concerns as necessary and directs to appropriate personnel for resolution.

#### **OTHER FUNCTIONS**

- Performs other job related duties as assigned.

## **KNOWLEDGE**

**Computers and Electronics** – Knowledge of electronic equipment, and computer hardware and software, including the ability to use computers, iPads, smart boards and other technology equipment effectively.

**Education and Training** – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individual and groups, and the measurement of training effects.

**English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Geography** – Knowledge of principles and methods for describing the features of land, sea, and air masses; including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

**Psychology** – Knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Public Safety and Security** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective school security operations for the protection of people, data, and property.

**Sociology and Anthropology** – Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

## **SKILLS**

**Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Coordination** – Adjusting actions in relation to others' actions.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Instructing** – Teaching others how to do something.

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning Strategies** – Selecting and using training/instructional methods and procedures appropriate of the situation when learning or teaching new things.

**Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.

**Speaking** – Talking to others to convey information effectively.

**Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.

**Time Management** – Managing one's own time and the time of others.

**Writing** – Communicating effectively in writing as appropriate for the needs of the audience.

## ABILITIES

**Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.

**Fluency of Ideas** – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

**Inductive Reasoning** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Information Ordering** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Limited Supervision** – The ability to perform the duties of the job with limited supervision.

**Near Vision** – The ability to see details at close range (within a few feet of the observer).

**Oral Comprehension** – The ability to listen and understand information and ideas presented through spoken words and sentences.

**Oral Expression** – The ability to communicate information and ideas in speaking so others will understand.

**Originality** – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Problem Sensitivity** – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Clarity** – The ability to speak clearly so others can understand you

**Speech Recognition** – The ability to identify and understand the speech of another person.

**Written Comprehension** – The ability to read and understand information and ideas presented in writing.

**Written Expression** – The ability to communicate information and ideas in writing so others will understand.

## WORK ACTIVITIES

**Coaching and Developing Others** – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

**Communicating with Supervisors, Peers, or Subordinates** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.

**Developing Objectives and Strategies** – Establishing long-range objectives and specifying the strategies and actions to achieve them.

**Documenting/Recording Information** – Entering, transcribing, recording, storing or maintaining information in written or electronic/magnetic form.

**Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Evaluating Information to Determine Compliance with Standards** – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Getting Information** – Observing, receiving, and otherwise obtaining information from all relevant sources.

**Interacting with Computers** – Using computers and computer systems (including hardware and software) to enter data and collect and process information.

**Interpreting the Meaning of Information to Others** – Translating or explaining what information means and how it can be used.

**Making Decisions and Solving Problems** – Analyzing information and evaluating results to choose the best solution and solve problems.

**Organizing, Planning, and Prioritizing Work** – Developing specific goals and plans to prioritize, organize, and accomplish the work.

**Thinking Creatively** – Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

**Training and Teaching Others** – Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

**Updating and Using Relevant Knowledge** – Keeping up-to-date technically and applying new knowledge to the job.

## **WORK ENVIRONMENT**

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

## **PHYSICAL DEMANDS**

### ***Strength & Endurance***

Lifting or Exerting Force	
Up to 10 pounds	Frequent – less than 66%
Up to 25 pounds	Frequent – less than 66%
Up to 50 pounds	Occasional – less than 33%
Up to 100 pounds	None
Over 100 pounds	None
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

### ***Mobility***

Standing	Constant – more than 66%
Walking	Constant – more than 66%
Sitting	Occasional – less than 33%

### ***Coordination***

Stooping	Occasional – less than 33%
Kneeling	Occasional – less than 33%
Crouching	Occasional – less than 33%
Crawling	Occasional – less than 33%

### ***Upper Extremity***

Reaching	Frequent – less than 66%
Handling	Frequent – less than 66%
Fingering	Frequent – less than 66%
Feeling	Frequent – less than 66%

### ***Climbing & Balancing***

Climbing	Occasional – less than 33%
Balancing	Frequent – less than 66%

### ***Sensory – Talking***

Talk Ordinary	Constant – more than 66%
Talk Other	Constant – more than 66%

***Sensory – Hearing***

Conversation                      Constant – more than 66%  
Other Sounds                      Constant – more than 66%

***Sensory – Vision***

Acuity near                      Constant – more than 66%  
Acuity far                      Constant – more than 66%  
Depth perception                      Constant – more than 66%  
Accommodation                      Constant – more than 66%  
Color vision                      Constant – more than 66%  
Field of vision                      Constant – more than 66%

**ENVIRONMENTAL CONDITIONS**

***Temperature & Moisture***

Extreme Cold                      Less than 5% or not present  
Extreme Heat                      Less than 5% or not present  
Wet/Humid                      Less than 5% or not present

***Noise & Vibration***

Noise                      Constant – more than 66%  
Vibration                      Constant – more than 66%

***Hazards***

Mechanical                      Less than 5% or not present  
Explosive                      Less than 5% or not present  
Electrical                      Less than 5% or not present  
Radiation exposure                      Less than 5% or not present  
Burn exposure                      Less than 5% or not present  
Other hazards                      Less than 5% or not present

***Atmospheric Conditions***

Fumes exposure                      Less than 5% or not present  
Mists exposure                      Less than 5% or not present  
Odors exposure                      Less than 5% or not present  
Gases exposure                      Less than 5% or not present  
Dust exposure                      Less than 5% or not present  
Other atmospheric                      Less than 5% or not present

***Protective Clothing & Devices***

Must wear PPE to meet universal precaution standards

***Work Environment***

95% Inside  
5% Outside

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

**PROVISION**

This job description may be revised at any time. This is not a contract of employment, and the employee's performance may be evaluated by factors not included on the written job description. There may be additional or different requirements or qualifications required by the state or federal government that are not included in this job description.