

PLEASE POST



Northern Neck Regional Special Education Program

P. O. Box 10

Kilmarnock, VA 22482

VACANCY ANNOUNCEMENT for 2018-2019 SCHOOL YEAR

POSITION: Preschool Special Education Teacher

POSTING DATE: August 13, 2018; Open until Filled

SALARY RANGE: Commensurate with experience.

BENEFITS: Paid retirement, life insurance, contribution to medical insurance, sick and personal leave.

APPLICATION PROCESS:

- Call or write for application.
Telephone: 804-435-8716, email sadams@nucps.net
Address: Attention: Sandra Hedrick
Northern Neck Regional Special Education Program
P. O. Box 10
Kilmarnock, VA 22482
- File application, resume, two letters of recommendation, transcripts, and credential information
- If presently employed in division, write letter of interest, submit current resume and two letters of recommendation
- Interviews will be scheduled with selected candidates after applications have been screened
- Application deadline – Open until filled
- Job Description detailed on back of this form

The Regional Special Education Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Northern Neck Regional Special Education Program
JOB DESCRIPTION

TITLE: Special Education Teacher Preschool

This position is X exempt or _____ non-exempt

PRIMARY FUNCTION: Assume responsibility for the instructional program for students with disabilities.

REPORTS TO: Building Administrator and Program Director

MINIMUM QUALIFICATIONS:

- Hold a professional license with endorsement in Special Education
- Demonstrate a willingness to work with all students
- Ability to quickly learn procedures used to report information and maintain records
- Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns
- Ability to travel to more than one work location in the course of the day if assigned to an itinerant position
- Ability to prepare required written reports
- Ability to monitor and ensure appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
- Possesses high moral standards and integrity; maintain confidentiality in all business and work matters

PERFORMANCE RESPONSIBILITIES:

- Perform tasks assigned to all teachers
- Provide instruction to students with disabilities
- Serve as a contributing member of school transdisciplinary teams
- Adapt and modify curricula and instruction as required by students' individual educational plans
- Conduct individual assessments
- Serve as a learning consultant to school colleagues
- Serve as a member of Child Study, Eligibility, and IEP Committees
- Perform other duties as assigned by building administrator
- Continue to seek and participate in professional development opportunities relating to specific students in program

TERMS OF EMPLOYMENT: Contracts dependent upon position location. Position location is dependent upon program needs. Salary According to Northern Neck Regional Board Pay Plan.

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of (licensed/non-licensed) personnel.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and duties as assigned by the building administrator. Northern Neck Regional Special Education Program reserves the right to update, review or change this job description and related duties at any time.