



Title:	EC Pre-K Itinerant Teacher
Reports to:	Assistant Director of Exceptional Children/Principal
Terms of employment:	10 months
Salary:	State salary
FLSA Exempt/Non-Exempt:	Exempt

Nature of Work

The EC Pre-K Itinerant Teacher will exhibit comprehensive knowledge of typical as well as atypical patterns of child development and age appropriate practices. The teacher will create and adapt environments that are safe, nurturing, and cater to best practices in order to meet child care regulations guidelines. Additionally, EC Pre-K Itinerant teachers will create/develop lesson plans and materials to provide specially designed instruction to students based on IEP goals. EC Pre-K Itinerant teachers must have the ability to establish rapport with and relate to the students being served, their families, members of the community and preschool team. This position requires traveling to and serving students in diverse environments.

Qualifications and Licensure

- All lead teachers must hold, or be working toward a North Carolina (NC) birth through kindergarten (BK) or Preschool Add-on Continuing License.
- Teachers working toward the required education and licensure shall hold a minimum of a BA/BS degree and the following requirements:
 - NC Residency License, or
 - A North Carolina K-6 license and a Provisional Preschool Add-on License, or
 - Another North Carolina or other state's license and an NC Provisional B-K Add-on license, or
 - A BA/BS degree in early childhood education, child development, or a related field, and be eligible for a NC Residency License
- Must have valid North Carolina driver's license

Duties and Responsibilities

- Models, implements and assesses strategies related to learning, social, emotional and behavioral needs to enhance educational programming for all learners.
- Follows district guidelines, child care regulations and best practices to ensure a safe and age appropriate environment that promotes learning.
- Integrates research into the design of best practice.
- Consults with Pre-K Education Specialists, Pre-K Teachers and Site Administrators regarding best practices for classroom and building education programs.
- Submits required documents and forms by an established timeline.
- Creates/develops lesson plans and materials to provide specially designed instruction to students based on their IEP goals.
- Coordinates times/dates to provide specially designed instruction to students in their natural environments (i.e. preschool, child care settings, home, etc.)
- Consults with teachers and provides case management to students served in other programs.

- Develops and maintains appropriately written Individualized Education Program (IEP) goals for students and ensures that these plans are being implemented.
- Schedules and facilitates IEP meetings.
- Learns and uses the Every Child Accountability and Tracking System (ECATS).
- Keeps systematic data on progress monitoring of IEP goals.
- Provide parents with progress reports.
- Serve as the teacher representative on the Preschool Assessment Team.
- Implements the Pre-K curriculum with fidelity.
- Completes ongoing assessments and collects artifacts.
- Implements a schedule that meets the required child care regulations.
- Maintains records in accordance with established rules, regulations and ethical standards.
- Follows policies, procedures, standards and rules in accordance with federal and state laws, which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.
- Promotes effective interpersonal relations and engages in continuing professional growth activities.
- Maintains student confidentiality.
- Performs any other duties or tasks as assigned by the supervisor.

Physical Requirements (if applicable)

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

Special Requirements (if applicable)

- General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules. General knowledge of procedures to follow in the event of an emergency.
- General knowledge of the principles of organization and administration.
- Knowledge of the Pre-K curriculum.
- Possess excellent communication skills, both written and oral.
- Must be willing and able to learn new skills.
- Must be patient and kind showing respect for all students regardless of abilities and needs.
- Must be dependable and prompt.
- Ability to constantly monitor the safety and well-being of students, particularly when a student is participating in an inclusive activity.
- Ability to display calmness, patience, and firmness in managing problem behavior.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment.
- Ability to maintain order and discipline in a classroom.

- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.