

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**Human Resources Department**

**TEACHER: SEVERELY HANDICAPPED PRESCHOOL**

**JOB SUMMARY**

Under the direction of the supervisor, provide learning experiences for students 3 - 5 years of age in the areas of cognition, receptive and expressive language, fine and gross motor, and self-help skills; oversee support services to students; supervise instructional assistants and volunteers in the classroom; perform other related duties as assigned.

**Required:**

1. A valid California special education credential, authorizing teaching in special education preschool classrooms.
2. A valid California driver's license.

**Desirable:**

1. Experience teaching in the same discipline.
2. Membership in professional organizations.
3. Established pattern of professional growth.

**KNOWLEDGE AND ABILITY**

1. Knowledge of modern teaching methods and techniques for preschool special education programs.
2. Ability to manage and prioritize multiple activities.
3. Ability to communicate orally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
4. Ability to collaborate effectively on inter- and intra-agency levels.
5. Ability to assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student.
6. Ability to plan and conduct a system of continuous evaluation of each student's progress.
7. Ability to confer effectively with parents.
8. Ability to participate in scheduled staff meetings and IEP meetings.
9. Ability to maintain suitable learning environment including appropriate planning and organization of classroom, and providing appropriate materials.
10. Ability to keep accurate records, including attendance records and lesson plans, and submit reports in a timely manner.
11. Ability to direct and evaluate instructional assistants and volunteers.
12. Ability to drive a car.

**Teacher Salary Schedule**

Adopted:

Revised: 10/2/96, 7/9/99, 12/12/02

Accountability for time: Area Administrator, Special Education

Tasks assigned by: Area Administrator, Special Education

Evaluated by: Area Administrator, Special Education

Hiring Authority: Area Administrator, Special Education

**ESSENTIAL FUNCTIONS** of this position are, but not limited to, the following:

## **Teacher: Special Education, Preschool**

1. Assess individual needs of each student.
2. Establish realistic and appropriate goals and objectives for each student.
3. Design and implement a program for each student.
4. Plan and conduct a system of continuous evaluation of each student's progress.
5. Confer with parents.
6. Maintain suitable classroom control.
7. Maintain suitable learning environment, including appropriate planning and organization of classroom.
8. Provide appropriate materials for students.
9. Consult with appropriate support personnel.
10. Keep accurate class records, including attendance records and lesson plans.
11. Submit necessary reports in a timely manner.
12. Provide adequate information for substitute teachers.
13. Direct and evaluate instructional assistants and volunteers.
14. Develop and implement reasonable personal goals and objectives.
15. Attend staff meetings and scheduled IEPs.
16. Facilitate regular classroom integration by establishing rapport with on-site personnel.
17. Drive a car.

### **PHYSICAL REQUIREMENTS** for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7 hours.
3. Facility to see and read lessons, books, rules and policies and other printed matter, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, on the playground, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone, and operate audio-visual and other classroom equipment and teaching aids.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, on the playground, in training sessions and other meetings without a noticeable speech impairment.
7. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to sit in low chairs or on the floor, to climb stairs, and to reach overhead.
8. Physical agility to lift and carry a handicapped child weighing up to 80 pounds; to position a student who may weigh 150 pounds or more; and to manipulate wheelchairs and orthopedic devices.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.