

JOB TITLE: PRESCHOOL RESOURCE TEACHER - PREKINDERGARTEN

Revised 6/2/98

JOB DESCRIPTION:

This employee is responsible for ensuring implementation of the prekindergarten early childhood development, health, and disabilities services according to federal, state, and district guidelines.

Duties of this position include but are not limited to:

1. Coordinating the prekindergarten early childhood development, health and disabilities services to ensure compliance with program requirements.
2. Attending conferences and meetings as assigned.
3. Conducting workshops for local program personnel, parents, and School Board personnel.
4. Preparing reports as necessary.
5. Providing assistance to staff in the implementation of curriculum, preparation and use of materials and equipment for children and development of communication skills for home visiting/conferencing with parents.
6. Maintaining individual records on children including screenings, diagnoses, educational prescriptions, assessments, referrals, progress reports, etc.
7. Working with support services team members, school site staff, health and/or social services paraprofessionals in the performance of their duties.
8. Making periodic observations of children in the classroom and to diagnose strengths and developmental needs, provide feedback, develop interventions and record anecdotes.
9. Supervising the requisition of instructional supplies and equipment.
10. Coordinating and participating in the recruitment, screenings, diagnosis and staffing of children.
11. Monitoring referrals, screenings and staffings to ensure delivery of services and arranging for follow-up services to children.
12. Serving as a resource to staff, parents and other school site staff.
13. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Experience in exceptional and/or early childhood education, age 3 to grade 3.
2. Experience in record keeping procedures.
3. Valid Florida Certification in appropriate area.
4. Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others.

DESIRED QUALIFICATIONS:

1. Experience in personnel training.
2. Experience in developing and monitoring budgets.
3. Knowledge of federal policies and procedures.

*Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in vacancies for which they apply.