

HUMBOLDT COUNTY OFFICE OF EDUCATION  
CERTIFICATED JOB DESCRIPTION

INFANT/PRE-SCHOOL SERVICES TEACHER



*Garry T. Eagles, Ph.D.*  
*Superintendent*

General Description

The Infant/Pre-School Services Teacher shall report directly to the designated program administrator and assume responsibility for providing direct instruction, consultation, resource information and materials development as may be needed to address young children's needs due to their various handicapping conditions. The Infant/Pre-School Services Teacher provides individual and small group instruction where appropriate, in the home, in day care and pre-school centers throughout the county depending upon case assignment. IEP development, early intervention implementation, coordination of community agencies and parent education are key components of the services rendered by the Infant/Pre-School Services Teacher.

Minimum Qualifications

1. Possess and maintain a valid California Special Education Teaching or Services Credential authorizing work with individuals with special needs.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Possess specialized skills in pupil assessment, experience and training in the areas of curriculum development, innovative instruments and instructional strategies, and use of emerging technology.

Duties and Responsibilities

1. Conducts student assessment, designs individualized educational plans, implements appropriate instructional strategies, and monitors progress on assigned students.
2. Provides general case management services as appropriate including the coordination of available community resources to address the needs of families and their young children with various disabling conditions.
3. Designs and conducts appropriate parent education programs and skills building sessions one-on-one and in small groups.
4. Assists parents in planning long-range educational goals for their children given the current assessment of needs and the services available in the school and community.
5. Develops instructional strategies and materials in cooperation with other professionals and pre-school and day care center staff when appropriate.
6. Demonstrates methods, techniques and educational strategies to facilitate student learning.
7. Assists in transition of students from program to program in keeping with goals identified by IEP team.
8. Designs, implements, monitors and reviews as needed appropriate IEP's for students and records pupil progress accurately and timely.

9. Establishes and maintains comprehensive student/program files as required.
10. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
11. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
12. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competency.
13. Effectively communicates with staff, parents and agencies.
14. Attends regular and special staff meetings and actively participates as a member of the educational team.
15. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
16. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.