

Sample Job Description Early Childhood Special Education Community Based Itinerant Teacher

The intention of this sample job description is to have school districts consider the unique features of working as a community-based itinerant early childhood special education teacher, including responsibilities, qualifications, and skillset. This job description does not imply that these requirements are the exclusive standards of the position. School districts may modify this job description to meet the needs of the district.

Responsibilities

- Implement all roles specific to an early childhood special education teacher within the school district.
- Provide direct early childhood special education services on an itinerant basis to children in a variety of community-based settings including but not limited to Head Start, childcare centers, and community-based preschools.
- Provide indirect early childhood special education services by working with community-based setting program staff in adjusting the learning environment and/or modifying the instructional methods to meet the individual needs of an early childhood student with a disability.
 - Implement consultation time into the schedule to work with community-based program staff on specific student needs. This should take place a minimum of weekly and be prepared to lead discussion related to students on the caseload.
 - Collaborate with general education teachers, parents, related service providers and other school staff to identify supports and strategies to embed into the routines of the day to support the student with a disability.
 - Educate community-based program staff on evidence-based practices, student disability, the special education process, confidentiality, and implementing the child's IEP.
- Maximum caseload should take into consideration number of students serving, indirect services, number of locations and number of classrooms.
- Implement a consistent schedule for providing services and communicate with program if a change in schedule is needed.
- Document progress of students and develop data collection procedures for use by all classroom staff.

Qualifications

- Follow Illinois Licensure Requirements as outlined [here](#).
- Minimum of two years teaching experience in a preschool setting, preferably inclusive setting, supporting children with disabilities recommended.
- Experience implementing IEPs.
- Experience working consultatively and collaboratively with a team of professionals.
- Experience working with students and families of diverse backgrounds.

Knowledge, Skills, and Abilities

- Understands and celebrates the value of equitable and inclusive services.
- Excellent communication abilities, including verbal and written.
- Excellent organizational abilities and time management skills.

- Ability to interact with other professionals in positive ways to maintain effective working relationships.
- Holds a driver's license and has ability to travel as needed for job responsibilities.
- Awareness of resources and benefits from the Division of Early Childhood at the Illinois Department of Human Services.