

Sample Job Description of a Supervisor/Coordinator of an 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 those in a supervision role over community-based itinerant early childhood special education teachers, 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

- Form and lead a community inclusion team with representation from community based early childhood entities and parents, including but not limited to school district, childcare centers, Head Start, private preschool programs and family members. The community inclusion team works towards implementing the [Indicators of High Quality Inclusion-Community Indicators](#).
- Oversight and coordination of services conducted in the community-based setting.
- Facilitate professional growth of community based itinerant teachers.
- Facilitates the development of a communication plan and Memorandum of Understanding with community-based programs.
- Maintains accessibility to the itinerant teachers throughout the day.
- Arranges schedule of service delivery throughout community-based programs.

Qualifications

- Minimum of two years supervision experience in an inclusive preschool setting.
- 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 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.