

Dayton Elementary School
302 E. Park
Dayton, WA 99328
Phone: (509) 382-2507
Fax: (509) 382-2081



ECEAP Lead Teacher/Early Childhood Special Ed Teacher

General Description: The lead teacher is directly responsible for the care and education of children in our integrated ECEAP program.

Supervisor: Elementary Principal/ECEAP Director

Qualifications:

1. Valid Washington teaching certificate with an endorsement in Early Childhood Education (Pre-K-third grade) or Early Childhood Special Education
2. Early childhood special education endorsement
3. Blood Borne Pathogen Training
4. First Aid/CPR certificates
5. Food Handler's Permit
6. Valid Washington State driver's license and personal vehicle

Performance Responsibilities ECEAP Lead Teacher:

1. Plan with assistant teachers and implement early learning experiences appropriate for preschool students using *Creative Curriculum*.
2. Use observations, portfolios, and assessments to document student progress toward standards in *Teaching Strategies Gold*.
3. Establish optimal learning environment that includes daily routines, behavior expectations, and positive adult interactions.
4. Utilize a variety of teaching strategies to support the strengths and needs of each child.
5. Make appropriate referrals (speech, motor, mental health, etc.) based on enrollment screenings, classroom observations and parent concerns.
6. Delegate appropriately to the classroom staff and volunteers; recruits and trains parent and community volunteers.
7. Coordinate meal times with the food service staff and utilize meal time as a learning experience to foster nutrition, social skills and healthy eating practices.
8. Conduct parent conferences and home visits; communicate with parents/guardians on a regular basis and promote family involvement in child's education.
9. Plan and/or attend family support activities, meetings and events.
10. Communicate regularly and respectfully with families and involve them in the educational process.
11. Keep accurate records in all required fields of the performance standards.

12. Attend required ECEAP trainings.
13. Perform other duties as assigned.

Performance Responsibilities Early Interventionist:

1. Provide formal and informal evaluations of functional capabilities of infants and toddlers.
2. Write Individual Education Plans for children in need and document evaluations, goals, outcomes and progress towards meeting goals.
3. Coordinate and facilitate IEP meetings with parents, general education teacher, and administrator.
4. Supervise and train staff to support student learning.
5. Participate in special education PLC's.

Knowledge, Skills, and Abilities

1. Knowledge and application of safety procedures related to performance standards.
2. Knowledge and skills in required ECEAP standards, curriculum, and assessments (Creative Curriculum, Steps to Respect, Teaching Strategies Assessment Tool)
3. Skills in organization and time management.
4. Strong verbal and written communication skills.
5. Ability to interact positively and confidentially with students, parents, staff and general public.
6. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.