

# Preschool Severely Handicapped Teacher

## Job Description

### Qualifications:

1. West Virginia certification preschool handicapped or certification in the area of mental retardation with permit in preschool handicapped.

Immediate Supervisor: Director of Title I

### Duties and Responsibilities:

1. Maintain professional work habits.
2. Maintain and upgrade professional skills.
3. Work effectively with the school community.
4. Implement the instructional program for preschool severely handicapped four year old children as prescribed in state regulations and the policies of the Jackson County Board of Education.
5. Conduct parent training sessions for parents of preschool handicapped.
6. Test or monitor the testing of referred students being considered for placement.
7. Work cooperatively with other agencies providing services to preschool handicapped children residing in Jackson County.
8. Complete and maintain in good order all special education forms and student records.
9. Attend meetings when relevant to preschool handicapped.
10. Develop and implement an appropriate IEP for each child placed in the preschool handicapped program.
11. Facilitate the transition from the home based program to entry into the kindergarten program or into the appropriate special education class.
12. Perform such other job related duties as may be assigned by the director of special services.

Jackson County Board of Education  
Revised