

Summers County Schools  
Job Description  
Pre-K Special Needs Teacher/Specialist-Itinerant

**Qualifications:**

- Applicant must hold a valid WV Teaching Certificate in appropriate endorsement. Must be certified in Preschool.
- Special Needs (PK-OK).
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

**Term:** 200 days

**Salary:** State Scale

**Responsible to:** Special Education Director

**Position Responsibilities:**

- Provide Developmental Delay services to students with IEPs at each Universal Pre-K classroom.
- Attend WV Birth to Three Transition meetings and facilitate the follow up from WV Birth to Three Transitions through to placement if needed.
- Write Pre-K Special Education IEPs.
- Conduct Universal Pre-K classroom observations and provide feedback to classroom teachers and school principals.
- Coordinate PreK Pre-enrollment annually.
- Coordinate professional development for Universal Pre-K staff.
- Provide guidance to Pre-K staff on state policies and curriculum issues.
- Strong working/communication skills with students, parents and peers.
- Maintain and upgrade his/her professional skills.
- Maintain professional work habits.
- Promote and maintain positive public relations with students, parents, colleagues, and appropriate community organizations.
- Perform any other job-related duties assigned by the Special Education Director or Superintendent.
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