

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Specialist, Early Learning	<b>JOB CODE:</b> 397E
<b>Division:</b> Academic	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Special Student Services	<b>WORKDAYS:</b> 188
<b>REPORTS TO:</b> Director, Early Learning Center	<b>PAY GRADE:</b> CIT (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides guidance to the Early Learning Center staff in instructional strategies and data collection, while also providing assistance to the Director of the Early Learning Center in the daily operations of the program.	

**REQUIREMENTS:**

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate at Level 5 or higher; teacher leadership certification preferred
3.	Experience: 3 years successful educational experience PreK and/or special education preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication with staff, faculty, and parents; instructional strategies that connect the curriculum to the learners, student management; technology skills; ability to function calmly and effectively under pressure; demonstrated success at multi-tasking; time/task management, and project organization

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides student supervision assigned by Director of the Early Learning Center.
3.	Collaborates with Preschool Special Education Transition Program Specialist to support Special Needs Preschool classrooms, general education classrooms, and inclusion classrooms.
4.	Actively participates in the collection/analysis/utilization of national/state and local student performance data to identify patterns of achievement in order to design and implement appropriate instructional interventions.
5.	Provides representation for general education at IEP meetings for students enrolled at the Early Learning Center.
6.	Collaborates with Early Learning Center staff on research-based strategies, best practices for early learners, and facilitates' professional learning specific to early learners.
7.	Supports and reinforces the program as a community of learning and involves parents and community members as active stakeholders.
8.	Participates and supports Early Learning Center Cobb Collaborative Communities.
9.	Provides support and guidance to Early Learning Center staff members as requested by the Director.
10.	Carries out duties in accordance with federal and state laws, Code of Ethics, demonstrates a high degree of confidentiality, including social etiquette and respect when interacting with students, parents, staff, community, and other professionals.
11.	Performs other duties as assigned.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_