



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/22/2024

Teacher, Special Education (Child Find)

Pay Scale: A

Level: N/A

FLSA Status: Exempt

Job Family: Instruction

Primary Location: Administration Building

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Support.

Job Overview

The Special Education Teacher is responsible for implementing developmental screenings and completes Child Study meetings for children 2-5 years of age suspected of having an educational disability, completes developmental evaluations of children 2-5 years of age and attends eligibility meetings to determine if children are in need of special education services. Provides suggestions and recommendations during developmental screenings and presents information to the general public regarding child development and strategies around developing skills within the developmental domains. Incumbents perform duties within a team or departmental setting.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Plans and implements developmental screenings of preschool-aged children
- Completes hearing screenings of preschool-aged children being referred for evaluation
- Observes and confirms the information provided regarding preschool-aged children referred by The Infant and Toddler Connection of Loudoun
- Interprets information within private professional reports supplied by parents
- Participates as an active member of the Child Study Committee to determine whether an educational disability is suspected and whether referral for evaluation is appropriate
- Communicates information regarding the special education process to parents of preschool children suspected of having an educational disability and referred for evaluation
- Administers developmental evaluations to assess the developmental domains of preschool children and write comprehensive developmental evaluations
- Observes preschool-aged children in their home(s) and/or private preschool center(s)
- Presents and interprets developmental evaluation results for the eligibility committee
- Participates in eligibility meetings to assist in the determination of whether a preschool-aged child has a disability and needs special education services
- Provides educational strategies and interventions to parents or guardians

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- Participates in presentations/community outreach with parents and community stakeholders regarding Child Find, child development and strategies, and interventions around areas of interest to the public (language development, technology, etc.)
- Participates in in-service and professional development activities and staff meetings, as required or assigned
- Communicate with parents via phone call, conferences regarding evaluations and other means
- Collaborates with other professionals (speech language pathologists, psychologists, etc.) to carry out screenings, evaluations, eligibility meetings or related activities as needed
- Organizes and maintain personal screening and evaluation schedules
- Organizes and maintain screening/evaluation equipment, materials, and protocols

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from an accredited University or College

Experience

Licenses and Certifications

Holds or eligible for a Virginia teaching license in Special Education

Knowledge, Skills, and Abilities

- Demonstrated knowledge of child development in addition to content, curriculum, methods, materials, and equipment of instructional specialty(ies) to which assigned
- Ability to apply knowledge of current research and theory to instructional programs
- Ability to establish and maintain effective relationships with students, peers, administrators, and parents
- Demonstrated skill in oral and written communications
- Excellent human relations skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

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The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.