

# Pre School Teacher/Special Education Case Manager (Anticipated Opening)

Winchester School District

Winchester School District - Winchester, New Hampshire [Open in Google Maps](#)

## Job Details

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**Job ID:** 2831012

**Application Deadline:** Posted until filled

**Re-Posted:** Feb 14, 2024

**Starting Date:** Aug 25, 2024

## Job Description

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- Creates written instructional objectives for the course and for units in the course.
- Established appropriate instructional goals and objectives for the class that are consistent with the school curriculum.
- Correlate learning activities with instructional objectives.
- Effectively integrates appropriate technology including keeping Teacher webpage updated.
- Prepares and maintains written plans submits an electronic plan book and modifies them as necessary.
- Implements a behavior management program for students, assisting students in learning and demonstrating responsible behavior.
- Maintains confidentiality.
- Submits progress reports on each student in the formal educational program with recommendations as to further development.
- Review and purchase appropriate instructional materials to meet individual needs to support curriculum.
- Utilizes homework as a tool for the reinforcement of classroom instruction when appropriate.
- Supervises or assists in field trips, recreational and other extracurricular programs for the benefit of the students.
- Develop process to assess student achievement regarding instructional objectives and contingency plan for students who do not achieve desired results.
- Uphold and enforce school rules, administrative regulations, and School Board Policies.
- Attend staff meetings and contributes to school committee and work groups.
- Develop and monitor implementation of individualized educational plans.
- Develop and monitor placement of students.
- Provide direct instruction in areas to include: reading, written language, math, organizational and study skills, when appropriate and indicated on the individualized education plan.
- Contact parents, establish meeting dates, and disseminate meeting notices for the following meetings: re-evaluation planning, IEP, placement, and monitoring.
- Attend weekly educational resource team meetings.
- Process all paperwork to include dissemination of copies to appropriate personnel.
- Maintain contact with outside agencies and parents in regards to students.
- Maintain contact with the Director of Special Education in regards to difficult cases. Case management of students to include attendance at all scheduled meetings, preparation of all appropriate paperwork, and direct instruction



- Provide parents and students with progress notes at the end of each quarter.
- Complete Medicaid forms in a timely and efficient manner.
- Monitor and assign tasks to special education assistants under your direction.
- Assist with 504 students, when necessary and appropriate.
- Have an understanding of and comply with any state or federal regulations regarding the position of special education teacher.
- Complete progress reports.
- Monitor and assign duties to special education assistants who are under your directions.
- Always maintain student confidentiality.

- Performs related duties as assigned.
- Performs other duties as directed by the principal.

**Position Type:** Full-time

**Positions Available:** 1

**Job Categories:**

Classroom Teacher > Preschool

Special Education > General Special Education

## Job Requirements

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- 10 Month Position - 177 school days - 8 conference days  
Requires certification in early childhood and general special education.

Please contact Marie Braley at (603) 239-8061 x7 or [mbraley@wnhsd.org](mailto:mbraley@wnhsd.org) for further information

Mail letter of interest with 3 references, copy of certification to:

SAU #94

Attn: Marie Braley

85 A Parker Street

Winchester, NH 03470

[www.wnhsd.org](http://www.wnhsd.org)

E.O.E.

- Bachelor degree preferred.
- Citizenship, residency or work visa required

## Contact Information

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Marie Braley

85 Parker Street

Winchester, New Hampshire 03470

Phone: (603) 239-8061

Email: [mbraley@wnhsd.org](mailto:mbraley@wnhsd.org)

