

TITLE: Early Childhood Special Education Teacher

QUALIFICATIONS: B.A. or B.S. degree. Appropriate licensure for area of teaching.

REPORTS TO: Family Services and Education Director  
Director of Special Education

JOB SUMMARY: The Early Childhood Special Education (ECSE) Teacher, in cooperation with the preschool teacher, adapts materials and lesson plans based on individual needs for students ages 3-5. Within the preschool classroom, the preschool teacher and ECSE teacher use a co-teaching model to deliver instruction. In addition, the ECSE teacher conducts home visits for students ages Birth -3. The ECSE teacher meets with parents, interprets student progress, and informs parents/guardians about student strengths, weaknesses and/or progress. Additionally, the ECSE teacher facilitates Individualized Education Plan/Individual Family Service Plan (IEP/IFSP) and Evaluation Summary Report (ESR) meetings, conducts evaluations for students Birth-5, and completes special education paperwork as determined by state and local due process requirements.

PERFORMANCE RESPONSIBILITIES:

1. In conjunction with the preschool teacher, adapts instruction and curriculum materials to meet the individual needs of students within the classroom. Such plans should be consistent with the district/department goals and objectives; should consider the needs and abilities of the students; and should incorporate basic components of lesson design, as appropriate. Reviews, selects and modifies materials and resources consistent with instructional objectives and students' participation.
2. Provides instruction to students in a manner which incorporates essential elements of instruction; i.e. teaching to specific objectives, teaching at appropriate levels of difficulty, including methods of extending students' thinking, uses techniques to monitor student progress and adjusts instruction accordingly, and correctly employs various principles of learning.
3. Establishes and maintains student control/discipline in the classroom, on school premises, and/or in school activities by communicating expectations for appropriate behavior. Provides structure and consistency and encourages student responsibility, cooperation and mutual respect in a manner consistent with district policies and procedures and legal requirements.
4. Conducts home visits in accordance with IFSP outcomes, including student needs, parent education, and community resources and supports.
5. For students enrolled in community education preschool programs, participates in parent/teacher conferences lead by preschool teacher. Interprets student strengths, weaknesses and/or problems that the student may be experiencing in the classroom.
6. Collaborates with other professional staff regarding the needs of students, communicating accurately, preserving confidentiality of information and sharing approaches to instructional units and new teaching technologies or procedures available.
7. Conducts a variety of standardized and informal assessments as part of comprehensive special education evaluations for students Birth-5. Determines educational needs and appropriate services based on evaluation data.
8. Develops and maintains adequate knowledge of Early Childhood development and demonstrates an understanding of how the curriculum used fits into the developmental trajectory, as well as overall district and department philosophy and goals.
9. Pursues professional development activities to broaden and deepen knowledge of content and teaching skills and continually identifies professional needs and develops strategies to meet these needs.
10. Collaborates with other professionals regarding the formulation of student specific plans (e.g., evacuation, health, behavior support).
11. Facilitates IEP/IFSP and ESR meetings as determined by state and local due process requirements.
12. Completes all special education paperwork in compliance with state and local due process requirements.

13. Maintain confidentiality as per mandated data privacy laws.

14. Performs related work as apparent or assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified special education personnel.

[8-21-13 / 7-14-2014]