Job Description - Teacher, Early Childhood Special Education

BASIC FUNCTION
The Early Childhood Special Education (ECSE) Teacher works under the direction of the School Principal and the Director of Special Education. The ECSE Teacher will provide developmentally appropriate instruction, assessment and program planning for special education students with learning disabilities, intellectual disabilities, emotional disturbance, autism, health impairment, and traumatic brain injury from birth to pre-kindergarten; monitor and evaluate student progress and behavior; research, obtain and provide instructional materials for special education services; serve as an informational resource for students, parents, District personnel and community organizations; work within an inclusive or self-contained classroom environment.

ESSENTIAL JOB FUNCTIONS
- Provide instruction, assessment and program planning for special education students with a primary disability of learning disabilities, intellectual disabilities, emotional disturbance, autism, health impairment, and traumatic brain injury from birth to pre-kindergarten; participate in preparing Individual Education Plan (IEP) goals and objectives for eligible students.
- Monitor and evaluate progress and behavior of eligible special education students; prepare progress reports and report card grades as appropriate.
- Research, obtain and provide instructional materials for special education services.
- Serve as an informational resource for students, parents, District personnel and community organizations; respond to inquiries and provide information, recommendations and interpretation of student records.
- Prepare and maintain a variety of records and reports related to assigned activities and student progress and behavior; retrieve official records for parents and District personnel as requested.
- Coordinate and conduct various team meetings and implement team recommendations as assigned.
- Train and provide work direction and guidance to assigned personnel; organize and conduct in-services for parents or staff as directed.
- Operate a variety of office and classroom equipment including a computer and assigned software.
- May be responsible for assisting students who have toileting and hygiene needs.
- Monitor Department expenditures as appropriate.
- Perform related duties as assigned.
QUALIFICATIONS

Knowledge of:

- Practices and procedures of developmentally appropriate instruction, assessment and program planning for special education students with a primary disability of learning disabilities, intellectual disabilities, emotional disturbance, autism, health impairment, and traumatic brain injury from birth to pre-kindergarten
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Child guidance principles and practices related to children with special education needs.
- Classroom procedures and appropriate student conduct.
- Problems and concerns of students with special needs.
- Applicable laws, codes, regulations, policies and procedures.
- Research methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of standard office and classroom equipment including a computer and assigned software.

Ability to:

- Provide developmentally appropriate instruction, assessment and program planning for special education students with a primary disability of learning disabilities, intellectual disabilities, emotional disturbance, autism, health impairment, and traumatic brain injury from birth to pre-kindergarten
- Monitor and evaluate student progress and behavior.
- Research, obtain and provide instructional materials for special education services.
- Serve as an informational resource for students, parents, District personnel and community organizations.
- Understand and relate to students with special needs.
- Follow District organization, operations, policies and objectives.
- Follow department and program objectives and goals.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize and schedule work.
- Maintain records and prepare reports.
- Operate standard office and classroom equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.

CREDENTIAL

Education Specialist Instruction Credential – Early Childhood Special Education

or
Education Specialist Instruction Credential – Mild/Moderate or Moderate/Severe WITH
Added Authorization in Early Childhood Special Education
or
Specialist Instruction Teaching Credential – Learning Handicapped AND Severely
Handicapped

LICENSES AND OTHER REQUIREMENTS
Possession of a valid California Drivers’ License and current proof of insurance are
required.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those that
must be met by an employee to successfully perform the essential functions of the job.
This position will be an indoor office work environment and include visitations to the
sites.

Physical Abilities:
The employee must be able to:
- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands and fingers to operate a computer keyboard and
  adjust computer equipment.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a stool or ladder and reach above shoulders.

Hazards
None identified