

Job Description

Position:

Early Childhood Special Education Teacher

General Description:

Under the direction of the assigned administrator, provides an educational program for the special day class student encompassing basic learning skills, basic subject skills, social competence, and emotional security commensurate with the emotional, physical, and intellectual development of the pupil.

Serves as the case manager for students assigned to his/her classroom. The activities of a case manager are varied depending on the site, the program, and grade level(s) of students involved. Performs other related services as assigned.

Duties And Responsibilities:

Duties may include, but are not limited to, the following:

- Serve as an integral member of the IEP Team with pupil assessment, individualized instructional plan design, implementation and progress monitoring for each pupil identified as appropriately served in the special education classroom. Participates in the Student Study Team process.
- Oversees the application process for special day class students to register for extended school year according to timelines, as appropriate.
- Assures adherence to current state and federal laws governing special education.
- Instruct pupils assigned, using special techniques, equipment, materials, and related services as specified in the instructional plan.
- Prepare specialized materials and devices used in working with learning handicapped pupils, in the regular or special day class environment.
- Provide motivation, through a constantly varying approach, to pupils who have a short attention span and who have extreme difficulty in working independently.
- Collaborative education shall reflect current district practices of maintaining students in the least restrictive environment and may involve team teaching and/or shared case carrier designation.
- Provide a learning environment in a classroom setting which allows for individual deficiencies and coordinates with regular education expectations.
- Trains paraprofessional and volunteer assistants assigned to the program and contributes input to the paraprofessional's evaluation.
- Participates in intra-school planning and communications by working with school administration in the development of school policy, school needs, budget development, student affairs, and other areas related to the overall educational programs, through serving on faculty council, etc., when elected or jointly chosen by staff and principal.
- Cooperates in developing and implementing suitable activities to improve teaching effectiveness.

- May assist in the loading and unloading of students as well as securing students for safe transport. Monitors student conduct and ensures student safety while being transported as well as in and around loading areas.
- Responds to medical emergencies and student cleanliness issues.
- Maintains timely, regular, and consistent attendance at work.
- Communicate with instructional staff, parents and community agencies in an effective manner.
- Perform all other duties as assigned.

Physical Requirements:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 35 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. May be requested to work outside of normal workdays and office hours. May be required to work in emergency situations.

Qualifications - Required:

- CA Education Specialist Credential with added Early Childhood Authorization covering birth-K or Early Childhood Special Education authorization covering birth -K
- Minimum of 24 semester units in Child Development and Early Childhood Education; or AA or higher degree in Early Childhood Education or related field plus units of supervised field experience in an ECE setting

Knowledge of:

- Instructional techniques and strategies appropriate to the curriculum
- State frameworks, district approved curriculum, board/district/school policies and procedures
- Current and relevant assessment techniques and strategies.

Ability to:

- Establish and maintain behavior expectancies, including an orderly, effective, effective and safe student environment
- Learn and interpret laws, rules and regulations related to the operation of public schools.
- Prepare clear and concise reports.

- Maintain detailed and accurate records, operate a computer and computer software
- Analyze situations carefully and adopt effective courses of action.
- Work effectively in the absence of supervision.
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with parents, students, staff and administration and maintain professional confidentiality.

Salary:

As set forth in the Certificated Salary Schedule.

Work Year:

185 days per year, 7.5 hours per day.

Evaluation:

Principal or Assistant Principal