

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: Early Childhood Special Education Teacher

DEPARTMENT/PROGRAM AREA: Special Education

SUPERVISOR: Director of Special Education

CONSULTS WITH: Building Principal, Special Education Teacher, and others as appropriate

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide support to the district classroom teacher and students and other educational environments.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

Masters in Early Childhood Special Education or Endorsement in Early Childhood Special Education teacher *or* a BA in a related field working towards a Masters in Early Childhood Special Education and Endorsement under a (TTE) Temporary Teaching Endorsement

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist preschool teachers and staff on the referral process for preschoolers with a potential delay or disability, collect and analyze data using screening tools
2. Conduct Special Education Evaluations, write evaluation reports, determine student eligibility based on CDE guidelines and requirements, progress monitor on student goals, case manage Individual Education Programs (IEP), schedule meetings, meet IEP Deadlines according to CDE
3. Work in a preschool classroom setting with preschool students to achieve the goals and meet the needs specified in the IEP.
4. Support the classroom teacher and paraprofessionals under your supervision to meet the needs of preschoolers with a disability
5. Collaborate with teachers and other providers to develop an Individual Education Program (IEP), and their goals, for those who qualify
6. Maintain hygiene needs and daily care of students as needed within Child Care Licensing Rules and Regulations.
7. Maintain a safe and productive work environment, care for tools and equipment.
8. Cooperate and work Professionally with families, school staff, and BOCES employees
9. Communicate effectively and respond supportively to the needs of others
10. Maintain confidentiality of student and program information according to Federal/State requirements.
11. Complete any assigned tasks set for you by the Director of Special Education and ECSE Team Lead.

12. Have the ability to drive and provide services to several preschools within the San Luis Valley (mileage is reimbursed)

IV. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Physical Demands:

This position requires employees to perform certain physical activities essential to the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Be able to lift, manipulate, and safely move 50 pounds of equipment.
2. Frequent standing, crawling, kneeling, crouching, and walking.
3. Vision for close, peripheral, color, depth perception, distance and adjusted focus.
4. Flexible work schedule.

READ AND REVIEWED BY EMPLOYEE ON:

Employee Signature _____

Supervisor Signature _____

Executive Director Approval _____ Date _____

