

JOB DESCRIPTION

DEPARTMENT: Special Services

JOB TITLE: Early Childhood Special Educator

REQUIREMENTS:

A. Education Level:

Bachelor's Degree in Early Childhood Special Education or Inclusive required

B. Certification or licensure:

Ability to obtain and maintain a valid NE Teaching Certificate with endorsement in Early Childhood Special Education or Early Childhood Inclusive required

C. Experience desired:

Early Childhood training

D. Other Requirement:

Valid Nebraska Driver's License

SUPERVISED BY:

Building Administrator

RECEIVES GUIDANCE FROM:

Building Administrator

Director of Special Services

ESSENTIAL FUNCTIONS:

Frequent:

- Work closely with team members to evaluate and serve children and families.
- Conduct evaluations to determine eligibility for Early Intervention.
- Prepare Multidisciplinary Team Reports (MDT)
- Assess preschoolers' entry and exit data through Teaching Strategies GOLD.
- Develop Individual Education Plans (IEP).
- Lead/participate in MDT and IEP meetings with team members and families.
- Working with and understanding a diverse student population.
- Plans for and guides the learning process to help children achieve their program objectives.
- Selects and uses effective instructional methods and learning materials.
- Support the ongoing curriculum development of the program.
- Establishes a cooperative relationship with all assigned families.
- Maintains open lines of communications with parents, guardians and staff.
- Engages in professional growth activities through an ongoing program of job related knowledge and skill development.
- Organizes and maintains a system for accurate and complete record-keeping and lesson planning and child progress toward IEP goals as required by district procedures and applicable laws.
- Evidence of the willingness and the ability to comply with the standards with ethical and professional performance established by district policy as well as the State Board of Education.
- Works collaboratively to achieve the overall purpose of the program and support the District's vision, aims and goals.

Occasional or Periodic:

- Coordinate home visits with staff and parents

SPECIAL REQUIREMENT:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67%+
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A. Standing			X	
B. Walking			X	
C. Sitting			X	
D. Bending/Stooping			X	
E. Reaching/Pushing/Pulling			X	
F. Climbing		X		
G. Driving		X		
H. Lifting <u>50</u> # Max		X		
I. Carrying		X		
J. Manual Dexterity Tasks Specify: Telephone, Computer, Calculator, Writing			X	

OTHER REQUIREMENTS (Intellectual, Sensory):

Skills and abilities in leadership, human relations, organization, and problem solving.

Effective oral and written communication skills.

WORKING CONDITIONS

A. Inside _____ Outside _____ Both X

B. Climatic environment:

- Inside facilities are climate controlled.
- Cold weather - taking children on/off bus

C. Hazards

- Contagious diseases from children
- Exposure to bodily fluids (urine, saliva, blood)
- Driving to home visits

Signature of Employee : _____

Signature of Supervisor : _____

Date: _____