



EARLY CHILDHOOD SPECIAL EDUCATOR JOB DESCRIPTION

General Responsibilities:

Teach and provide developmentally appropriate educational opportunities for children with a wide range of learning abilities in a preschool classroom setting while maintaining a structured and developmentally appropriate learning environment for children.

Immediate Supervisor:

Director of Program

Minimum Educational/Certification Qualifications:

B.A., B.S. degree from an accredited college in Special Education, Early Childhood Education, Elementary Education or a related field. Must have an Early Childhood Special Education Endorsement and must have or be able to obtain within 12 months of hire a PTSB certification from Wyoming.

Essential Duties:

- Responsible for the safety of each child assigned to classroom during the entire time that the child is "signed in" to the classroom by ensuring that each child remains in the care, custody, and control of teaching team members at all times unless the child is "signed out" of class by another authorized adult.
- Responsible for learning and following the rules and regulations governing services for children with disabilities according to the Individuals with Disabilities Education Act (IDEA).
- Provide an appropriate Individual Education Plan (IEP) which includes: formulating functional goals/objectives and/or outcomes/benchmarks based on a child's individual needs.
- Must be knowledgeable of a child's needs prior to the date of the child entering the classroom, which may include but is not limited to: reading the child's file, visiting with the Family Service Coordinator or other involved team members, attending the IEP, visiting with families, etc.
- Provide and effectively implement Early Childhood Intervention Services, developmentally appropriate activities and lessons, accommodations/modifications, and behavior management techniques for the purpose of monitoring, managing, instructing, and assisting students in achieving developmental objectives in a safe and positive learning environment while maintaining the least restrictive environment according to the child's IEP.
- Collect, analyze, and monitor intervention data for designated children on caseload in order to modify a child's goals as needed for the purpose of meeting the IEP requirements.
- Provide parents/guardians with IEP Progress updates as required by program.
- Must schedule and hold annual IEP meetings with IEP team members, as well as, additional meetings as required to meet a child's needs.
- Meet time lines for required program documentation such as (but not limited to) case note documentation, child outcome summary forms, assessment reports, reports on child goals and objectives, etc., and manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Administer formal/informal assessments and maintain a working knowledge of formal assessment tools.
- Provide the required documentation and implementation of the specified Curriculum and Assessment System within the preschool classroom setting as required by the program and within the designated curriculum timeline/checkpoint dates.
- Implement and support a Social/Emotional Curriculum and a Positive Behavior Support System within the preschool classroom setting as required by CDC.
- Provide Part C/Part B and/or Kindergarten "Transition" information, as needed.
- Provide mentorship and sign off on necessary documentation for the Early Childhood Educator or Early Childhood Interventionist who do not currently have their Early Childhood Special Education Endorsement.
- Supervise the Assistant Teachers assigned to your classroom, which includes but is not limited to: providing guidance and correction on job duties, assigning job duties and special projects in the classroom, communicating performance issues to the administrative supervisor and helping to coordinate in addressing performance issues, complete the Professional Development Plans with oversight from the Director of Program.
- Provide Clinical Supervision for assigned practicum/job shadow students.
- Greet parents/caregivers in a positive manner at the beginning and ending of class when they are either bringing their child or picking up their child.

Essential Duties (cont.):

- Provide lessons plans and classroom newsletters/calendars on a weekly and /or monthly basis (or more often) in order to communicate program and classroom information with parents/guardians
- Maintain a safe and clean classroom environment.
- Maintain and support the standards of NAEYC Accreditation Guidelines and Requirements and DFS Licensure Requirements, if applicable.
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

Skills Required:

- General computer skills including working knowledge of the MS Office Suite.
- Ability to learn new procedures, laws, and software, as needed.
- Ability to work in a collaborative work environment.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must be reliable, organized and detail oriented.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Must have reliable vehicle to use for home visits along with current driver's license and auto insurance.
- Maintain a valid driver's license and appropriate auto insurance.
- Ability to drive in a variety of weather conditions and be able to make "best judgment" decisions regarding the safety of travel based on weather and road conditions.
- Represent CDC in a professional manner.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the Early Childhood Special Educator. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line