

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
EDUCATION SPECIALIST – EARLY CHILDHOOD SPECIAL EDUCATION

DEFINITION:

Under general supervision, the Education Specialist will provide specialized academic instruction utilizing appropriate strategies to identified students with moderate to severe learning disabilities.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Familiar with early childhood developmental stages.
- Familiar with early childhood social development.
- Familiar with early childhood language development.
- Familiar with early childhood physical development.
- Familiar with early childhood readiness to learn.
- Provide students with specialized instruction based on their unique needs resulting from their identified disabilities.
- Familiar with State Preschool assessments.
- Monitors individual student's progress utilizing data that reflects student performance on his or her IEP goals; adjusts instruction as needed based on analysis of the data.
- Collaborates and scheduled IEP meetings with required members.
- Participate as a member of the IEP team and provide input to the IEP Goals.
- Act as case manager/carrier for assigned students.
- Assess students and write individual educational plans (IEPs) to meet the individual student needs.
- Familiar with State Preschool framework.
- Plan, design and implement a comprehensive standards-based instructional program.
- Collaborate with other teachers and facilitate the integration of students into general education classes. Monitor student progress and the overall effectiveness of the integration models.
- Understand and relate to students with special needs assuring the proper implementation of educational programs including designing and implementing appropriated behavior management techniques for use in instructional and disciplinary purposes.
- Writes and implements effective behavior plans for students and participates in manifestation demonstrations for students as necessary.

- Prepare all necessary reports and maintain educational records required and necessary to provide a quality educational program.
- Establish and maintain cooperative and effective working relationships with parents, general education teachers, and other service providers or agencies.
- Communicate effectively with parents, team members, staff, and agency representatives.
- Demonstrates knowledge of special education laws as well as SELPA and District policies and procedures.
- Participate in professional development and maintain a high level of professional competence.
- Establishes and maintains a safe, orderly, and child centered classroom environment.
- Perform other duties normally required to be performed by certificated employees as adjunct to the regular teaching assignment.

If assigned to an Itinerant position the employee will be required to drive frequently for department business.

QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including experience working with groups of children.

Knowledge of:

Current state standards and adopted curriculum, education code and relevant laws; keep Standardized Testing and Reporting (STAR) system including the interpretation and analysis of student achievement; all areas of special education including: behavior management techniques, learning theories, curriculum development and functional/vocational development; current laws and regulations pertaining to students with disabilities; policies and procedures pertaining to IEPs.

Ability to:

Implement all areas of special education including: behavior management techniques, learning theories, curriculum and vocational development, current practices pertaining to students with disabilities, use and apply appropriate assessments; establish and maintain effective relationships with administrators, teachers, district, classified personnel, parents and students; plan, organize and prepare IEPs for educational benefit, and behavior and transition plans as appropriate; exercise initiative and possess mature judgment; communicate effectively both orally and in written form; facilitate problem solving with diverse groups of educators; analyze student data for

decision making; develop, deliver, and monitor the effectiveness of support services; manage student behavior for the purpose of providing a safe and optimal learning environment; prepare teaching materials and reports (e.g. grade, attendance, anecdotal records, etc.) for the purpose of implementing instructional plans and providing documentation of teacher and student progress; report incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies; assist other personnel as may be required for the purpose of supporting them in the completion of their work activities; participate in various meeting as required.

Experience and Education:

- Valid California credential authorizing the teaching of special education students with moderate to severe disabilities or ability to obtain one.
- Early Childhood Special Education Educator Authorization preferred or willingness to obtain one.
- Applied Behavior Analysis (ABA) Training preferred or willingness to be trained.

OTHER REQUIREMENTS:

- Valid California driver's license and evidence of insurance.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work schedule to be established by County Superintendent.