



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

DEFINITION:

Under general supervision of an Administrator, this position provides will provide specialized academic instruction utilizing appropriate strategies to identified students with disabilities in an Early Childhood Education environment.

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.

- Provide students with specialized instruction based on their unique needs resulting from their identified disabilities.
- Familiar with State Preschool assessments and Desired Results for Children and Families assessment.
- Monitor 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.
- Collaborate and schedule IEP meetings with required members.
- Participate as a member of the IEP team, provide input, and write 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 and other preschool setting frameworks.
- 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 disabilities assuring the proper implementation of educational programs including designing and implementing appropriated behavior management techniques for use in instructional and classroom management purposes.
- Write and implement effective behavior plans for students and participate in manifestation determination assessments and meetings 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 administration, 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 student centered classroom environment.
- If assigned to an Itinerant position the employee will be required to drive frequently for department business.

EDUCATION AND EXPERIENCE:

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.



Tehama County Department of Education
Job Description
Education Specialist – Early Childhood

Official: 
Effective: 07/22/19

- Valid California credential authorizing the teaching of special education students ages birth to pre-kindergarten or ability to obtain one.
- Applied Behavior Analysis (ABA) Training preferred or willingness to obtain.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Early childhood developmental stages, including social development, language development, physical development, and readiness to learn.
- Current state standards and adopted curriculum, education code and relevant laws.
- Keep Standardized Testing and Reporting system including the interpretation and analysis of student achievement.
- All areas of special education including: behavior intervention strategies, learning theories, curriculum development and functional/vocational development.
- Current laws and regulations pertaining to students with disabilities.
- Policies and procedures pertaining to IEPs.
- Special Education Information System database (SEIS) or ability to learn.

ABILITY TO:

- Maintain confidentiality.
- Implement all areas of special education including: behavior and social-emotional interventions, learning theories, curriculum and vocational development, current practices pertaining to students with disabilities.
- 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 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.
- Develop, deliver, and monitor the effectiveness of support and academic services.
- Provide positive behavior interventions to assist 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 to support them in the completion of their work activities.
- Provide a positive learning environment while adhering to Education Code, SELPA, district and/or LEA policies.
- Participate in various meeting as required.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job function.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment. This type of work involves sitting most of the time, but may involve walking and standing for brief periods.



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- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Persons must be physically able to operate a motor vehicle.

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 year to be established by County Superintendent.

HRS Office Use Only

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: July 22, 2019