

POSITION TITLE: Instructional Specialist – Early Childhood Special Education

QUALIFICATIONS: Postgraduate professional license with endorsement in Special Education: Early Childhood Special Education. Administration and Supervision endorsement preferred. A minimum of five years of successful teaching experience in special education, preferably at the Preschool/ Elementary school level required. Building or site leadership experience, preferred. Must have a thorough knowledge of the policies, principles and practices relative to special education programming, collaboration, inclusive practices, literacy, numeracy, behavioral supports, preschool instruction practices, preschool programming, and current trends in providing instruction to students with disabilities especially at the early childhood level. Must have comprehensive knowledge and extensive experience with providing educational services for students with disabilities in the early childhood and/or elementary school setting. Excellent communications, interpersonal, organizational, public relations and planning skills are essential. The ability to work independently and/or as team leader to accomplish established goals and objectives is essential. Must have the ability to assist in the plan and facilitate division-wide staff development on inclusive practices, positive behavioral supports, literacy and other instructional needs at the early childhood level. Must have the ability to provide effective direction, guidance and support to special education teachers, instructional assistants and other professional staff. Must be able to establish and maintain effective working relationships with staff, employees, school administration and staff, contract service providers, parents, and community representatives. Must be able to communicate with and work in a cooperative manner with diverse groups on staff in schools, affiliated organizations and the community.

PERFORMANCE EXPECTATIONS: Assists in the development and maintenance of special education programs and supports school staff in understanding special education processes as it pertains to early childhood programs and elementary school transition. Advises school administrators on establishing and maintaining special education programs in accordance with federal and state mandates. Coordinates the division-wide program, evaluates and provides instructional technical assistance for students with disabilities. Provides technical assistance on matters pertaining to regulations governing eligibility and Individualized Education Program (IEP) process at assigned schools and program sites. Consults with school administrators, staff and parents regarding issues and problems concerning the education and treatment of students with disabilities. Assists classroom teachers with selecting, developing and implementing appropriate instruction. Provides technical assistance to support the implementation of early childhood learning strategies and curriculum. Assists the Coordinator of Instructional Services in ensuring that schools and program sites serviced are in compliance with all special education policies and procedures. Conducts workshops and in-service programs for building administrators, school eligibility committee members, and special education and general education teachers on current trends. Implements and supports tasks to foster the effective implementation of the Exceptional Education Improvement Plan. Collaborates with building administrators for the purpose of evaluating special education programs and services. Support the supervision and professional development of the preschool lead teacher and integrative services teachers. Assists with the compilation, maintenance and filing of reports, records and other documents legally required as directed. Serve as administrative designee for designated pre-school site(s). Provides for own professional growth and development by keeping current with the literature, new research findings, improved techniques and attending

appropriate professional meetings, workshops and conferences. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work assisting with exceptional education programs. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Coordinator of Instructional Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt