

POSITION TITLE: Early Childhood Special Education (ECSE) Mentor

QUALIFICATIONS: Must hold endorsement in early childhood special education with a minimum of three years of successful teaching experience in early childhood special education. Postgraduate Professional License with endorsement in administration and supervision, or experience as a grade level chairperson, lead teacher, or school-based compliance coordinator is strongly preferred. Knowledge of current trends and evidenced-based practices in early childhood special education. Knowledge of federal and state special education regulations. Knowledge of community resources that support infants, toddlers preschool-aged children with disabilities. Comprehensive understanding of Early Childhood Special Education (Part B of IDEA) and Early Intervention (Part C of IDEA). Must have the ability to effectively provide support (e.g. instruction and compliance) to preschool teachers regarding children with disabilities. Must have the ability to establish and maintain effective working relationships with parents, community members, faculty, staff, and central office personnel. Must be able to effectively communicate and work in a cooperative and collaborative manner with diverse groups in central office, schools, affiliated organizations, local businesses and the community. Must have a thorough understanding of public school administration and the ability to interpret and explain the mission, goals and objectives of the academic program. Must be able to conduct professional development for a variety of stakeholders. Must be proficient with standard computer skills, including data entry, creating reports and spreadsheets, and implementing instructional technology. Excellent oral and written communication skills required. Bi-lingual (Spanish and English) candidates are preferred.

PERFORMANCE EXPECTATIONS: Assists the Coordinator and Director of Exceptional Education in the development and implementation of early childhood special education programs. Assist teachers in improving the quality for instruction delivered to students in early childhood special education programs. Assists the Coordinator and Director of Exceptional Education with compliance monitoring in accordance with state and federal special education regulations. Assists in the organization and planning of instruction, selection of materials, and implementation of early childhood special education programs. Assists early childhood special education teachers with continued professional growth by conducting classroom observations and providing feedback regarding instructional practices. Assists with the coordination and implementation of professional development for early childhood special education teachers. Serves and interacts with parents, students, staff and community members/organizations to promote the mission and vision of the division. Develops reports as requested by the Coordinator and/or Director of Exceptional Education. Performs other tasks and responsibilities as assigned by the Coordinator and/or Director of Exceptional Education.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties are performed typically in a school or office setting. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication 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 Exceptional Education

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 200 Days (9.5 months)

FLSA: Exempt