



### **Early Childhood Special Education Teacher - Birth to Age 3**

**Department:** Special Education

**Contract:** 186 Days

**Supervisor:** Spec Ed Supervisor

**Status:** Exempt

#### **Position Overview & Responsibilities**

Responsible for developing and providing specialized, research-based instruction to meet the unique needs of children and families with developmental delays and/or disabilities as identified through the Individualized Family Service Plan and/or Individualized Education Program (IEP) process. This position is assigned to the Birth to Three program. Also responsible for evaluating and assessing student progress against instructional objectives and following state mandated due process procedures and functions.

- Assists in facilitating the referral process including initial contact with families.
- Provides comprehensive evaluation for children ages 0-3 referred for suspected developmental delays or disabilities: motor skills, cognition, communication, and social-emotional areas. Includes family assessment, clinical observation, a developmental and health history in a written evaluation report.
- Coordinates services for eligible Part C children and their families by developing and maintaining the Individualized Family Service Plan (IFSP). Collaborative consultation with staff, parents, agency personnel, and administrators.
- Provides developmental supports, services, and on-going assessments in natural environments for children, age 0-3, and their families according to their Individualized Family Service Plan (IFSP). This requires planning for individual and group services which are provided in the child's home or community setting.
- Supports the family in providing an appropriate environment and activities and strategies to enhance their child's development.
- Makes referrals to and coordinate with appropriate community resources and existing at-risk/special needs services to assist and support child and family needs.
- Facilitates transition planning and activities identified by the IFSP for the child and family as they exit Part C services by age three or as their program and service needs change.
- Maintains required student records and completes all district and state reporting requirements.
- Implements the goals and objectives of the District and the building and/or program.



- Understands and is able to implement due process guidelines following state and federal rules, regulations, and District policies, including applicable deadlines.
- Attends meetings, workshops, and training as directed by the supervisor.
- Performs other related duties as assigned.

### **Requirements & Qualifications**

Bachelor's degree in education and teaching licensure in Early Childhood Special Education: Birth to Age 6 as required by the State of Minnesota, specific content knowledge, training, or job experience required before appointment, and successful student teaching. Dual licensure preferred but not required.

### **Physical Demands**

Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. The position also entails significant walking, bending, standing, stooping, and possible physical interventions in order to maintain a safe learning environment. Assignment may require the ability to physically move students or equipment weighing up to 50 lbs., position students in specialized equipment, and/or change diapers as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **Assignments**

Special education teachers work by district assignment and may be moved between buildings and/or programs based on student needs, location of certain programs, student count(s), and applicable licensure. Services are provided within the child/family home settings requiring transport of materials to these settings. This position requires daily travel for which staff must provide their own transportation but will be compensated for mileage at the allowable rate. The ECSE Teacher will be provided office space including use of computer and phone.

### **Notice of Work Schedule Expectations**

This position will be required to flex the duty year over 12 months including during the summer. This position may also be expected to work occasional evening and weekend hours as job duties demand. Schedule expectations will operate in accordance with the terms and conditions set out in the master agreement for certified staff.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.