

**EDUCATIONAL SPECIALIST Preschool/TK/K****DEFINITION:**

Under direction of the School Principal and the Director of Special Education, the Preschool/TK/K Education Specialist or the Early Childhood Special Education (ECSE) teacher will provide comprehensive and developmentally appropriate instruction, assessment and program planning for students from age three to kindergarten with a variety of disabilities who are eligible for special education; monitor and evaluate student progress; research, obtain and provide instructional materials for special education services; serve as an informational resource for students, parents, District personnel and community organizations; and work within an inclusive or self-contained classroom environment. Instruction is designed to meet the individual needs of each student in accordance with their Individualized Education Program (IEP) and foster development in the areas of pre-academic, academic and functional academic, communication, self-care, social/emotional, behavioral and, motor skills, as well as leisure/play.

**QUALIFICATIONS:**

- Experience: Supplemented by recent teaching experience including experience and/or training with child development and Preschool students
- Education: Valid California teaching credential authorizing service in Early Childhood Special Education with TK/K Bridge Authorization, as needed
- Other: Possession of a valid Class C California Driver's License; Must have valid California Automobile Insurance

**DISTINGUISHING CHARACTERISTICS:**

- Perform essential job functions and job task requirements
- Must possess a working knowledge of early childhood developmental standards and curriculum
- Ability to work effectively with and understand the specific needs of preschool, TK, and kindergarten age children
- Ability to serve as an effective role model, to establish and maintain cooperative relationships with staff, parents, and the public
- Ability to communicate effectively, orally and in writing

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of School Principal and the Director of Special Education

- Provide a comprehensive and developmentally appropriate preschool program to students with a variety of disabilities
- Review and modify research-based curriculum to support the learning of ALL children (including children with IEPs, emerging bilingual learners, and children with motor impairments) in Preschool/TK/Kindergarten classrooms
- Explore the structure of the day for TK/Kindergarten as well as strategies to integrate co-teaching and station teaching throughout the day
- Develop collaborative transition plans to Kindergarten and TK/Kindergarten
- Utilize a collaborative team approach to partner with the classroom team, families, and other professionals to promote positive child outcomes
- Monitor and evaluate progress of eligible special education students; prepare progress reports and report card grades as appropriate
- Research, obtain and provide instructional materials for special education services
- Serve as an informational resource for students, parents, District personnel and community organizations; respond to inquiries and provide information, recommendations and interpretation of student records, inclusive educational practices, and child development
- Prepare and maintain a variety of records and reports related to assigned activities and student progress; retrieve official records for parents and District personnel as requested

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- Coordinate and conduct various team meetings and implement team recommendations as assigned
- Train and provide work direction and guidance to assigned personnel; organize and conduct in-services for parents or staff as directed
- Operate a variety of office and classroom equipment including and technology
- May be responsible for assisting students who have toileting and hygiene needs, including diapering
- Monitor department expenditures as appropriate
- Perform related duties as assigned

**KNOWLEDGE:**

- California Education Code and all applicable laws, codes, regulations, policies, and procedures
- Practices and procedures of developmentally appropriate instruction, assessment, and program planning for students eligible for special education from age three to kindergarten
- Understand Preschool/TK/K assessment and evaluation tools (i.e., reading, math, etc.)
- Familiar with Preschool Learning Foundations and Common Core Standards in Kindergarten: Language & Literacy, Social Studies, Arts, Social-Emotional Learning, STEM Education, Health, and Physical Education
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Principles of child development and practices related to children with special education needs
- Classroom procedures and appropriate student conduct
- Problems and concerns of students with disabilities
- Applicable laws, codes, regulations, policies, and procedures
- Research methods
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Record-keeping and report preparation techniques
- Operation of standard office and classroom equipment including technology

**ABILITIES AND SKILLS:**

- Provide developmentally appropriate instruction, assessment, and program planning for students eligible for special education from age three to kindergarten
- Monitor and evaluate student progress
- Research, obtain and provide instructional materials for special education services
- Serve as an informational resource for students, parents, District personnel and community organizations
- Understand and relate to students with disabilities
- Follow District organization, operations, policies, and objectives
- Follow department and program objectives and goals
- Interpret, apply, and explain policies, procedures, rules and regulations
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Maintain records and prepare reports
- Operate standard office and classroom equipment and technology
- Maintain consistent, punctual, and regular attendance
- Hear and speak to exchange information
- See to read a variety of materials

**EDUCATIONAL SPECIALIST Preschool/TK/K****PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate current technology

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public and include visitations to the sites