

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TEACHER ON ASSIGNMENT, SPECIAL EDUCATION - EARLY START

GENERAL PURPOSE

Under the direction of the Director of Special Education, provides Individualized Family Service Plans (IFSP) to students and their families. With continuous collaboration with a variety of individuals and groups, including parents, district personnel and agencies, they provide for the academic, social and emotional growth of each student by using a variety of instructional strategies, and continually assess each student's progress to maximize their full potential.

They will work with the student and parents in their natural environment including the home, community (parks) and or classroom.

ESSENTIAL JOB FUNCTIONS

- Research and implement strategies and methodologies to enhance the development of infants and toddlers.
- Conduct assessments, observations and home visits and coordinate with outside agencies to obtain relevant information to develop an appropriate and IFSP for students with disabilities in the Early Start program.
- Develop transition plan and coordinate educational placement for students in the Early Start program.
- Develop and maintain IFSP calendar, parent notification, and chair IFSP meetings.
- Attend IFSP meetings for incoming students and follow through with completion of the IFSP process.
- Attend weekly staff meetings, maintain student logs and pending students lists
- Coordinate with the Special Education Department to ensure that IFSP are completed correctly and in a timely manner.

QUALIFICATIONS

- Knowledge of Early Childhood Assessment Tools;
- Ability to administer the Desired Results Developmental Profile (DRDP) assessment;
- Ability to be flexible, innovative, accountable and have good communication skills;
- Knowledge of special education assessments, IFSP requirements, and the ability to chair an IFSP meeting;
- Highly developed organizational and time management skills;
- Ability to handle high volumes of assessments and balance calendars to maintain timelines;
- Collaborates well with others and able to receive and provide feedback and input relevant to the development of an individualized educational plan for early childhood students with disabilities;
- Bilingual in Spanish, preferred.

Education, Experience and Credential:

- Possess appropriate credential(s) to teach Early Childhood students with disabilities;
- Minimum of three years of successful teaching experience with Early Childhood students with disabilities;
- Experience in planning and developing goals and IFSPs for early childhood student with disabilities.

License Requirements:

Possession of a valid California driver 's license and ability to maintain insurability under the district's liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk and use hands and fingers to handle, or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds . Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: May 17, 2018