

Position Title: Early Childhood Special Educator
Substitute Teacher

Reports To: Education Department Coordinator

Job Summary: Provides specialized instruction services, both in group and individually, as appropriate, to the birth to three year old population within a medical and educational model. Evaluation, assessment, treatment and consultation services are provided using an interdisciplinary, family-centered and culturally diverse approach.

Essential Functions:

1. Plans, organizes and implements specialized instruction plans
 - Participates in curriculum development
 - Assures that home/daycare visits are scheduled in a timely manner, occur as stated in the IFSP, and are individualized to the child
 - Appropriately teaches playgroup
 - Provides written information on behavior management and overall development to other staff, parents and external resources as appropriate
2. Supervises para-educators
3. Maintains professional credentials
 - Attends conferences to further professional knowledge
 - Reviews current research materials for additional treatment ideas
 - Maintains current WA state certification and endorsements
4. Other duties as assigned

Other Functions:

- 1. Employee is dependable and takes initiative in job duties**
- 2. Employee communicates effectively with co-workers and consumers**
- 3. Employee attends to accuracy and thoroughness of paperwork**
- 4. Employee knows the Agency Mission and is Mission oriented**

Required Work Experience and/or Training:

- Bachelor's Degree from an accredited college or university, with an appropriate teacher training program.
- Endorsements in Special Education and Early Childhood Education preferred
- Infant/toddler training and/or experience preferred

Required Knowledge, Skills and/or Abilities:

- Knowledge of Early Childhood Special Education preferred
- Knowledge of typical and atypical child development processes
- Ability to make home visits
- Meeting facilitation skills

- Awareness of family economic and cultural issues as they relate to early intervention
- Knowledge of Washington State Special Education and/or Federal Early intervention regulations
- Knowledge of IFSP process

Required Licenses or Certifications:

- WA State Teacher Certification
- Washington State driver’s license, reliable transportation and insurance
- CPR/First Aid Certificate
- Food Handlers Permit
- WA Family Resource Coordinator certificate (ability to complete required training upon hire)

Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving (<i>providing home visits</i>)	Yes
Reaching Above Shoulder	Yes	Lifting (<i>40+ pounds</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Carrying (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach
Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director Signature: _____ Date: _____