

JOB DESCRIPTION

TITLE: Teacher – EI/ECSE

FLSA Status: Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

To develop, plan, implement, and evaluate instructional programs for children. Also includes working closely with families, other agencies serving these children, participating in eligibility evaluations, providing service coordination for Individual Family Service Plans and functioning as a member of a collaborative service team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide educational consultation to EI/ECSE staff and mainstream staff in the areas of special education information, behavior management, instructional strategies/materials, child progress evaluation, and general problem-solving.
- Provides direction to EI/ECSE and mainstream staff in the areas of legal requirements related to assessment and IFSP management.
- Assist parents, and support staff as necessary, to implement instructional programs prescribed by physical therapist, occupational therapist and/or speech and language pathologist.
- May be responsible for following EI/ECSE intake and referral processes and conduct necessary assessments.
- Provide consultation regarding the child's behavior and teach management techniques to parents.
- Completes required reports, IFSPs, and other forms promptly and in an acceptable manner.
- Acts as a liaison between the EI/ECSE program and Headstart, community preschools, community daycare centers, and local school districts.
- Orders appropriate program materials and equipment, uses and maintains them.
- Collect and record data on children's progress toward instructional goals. Maintains computer assisted database management systems for individual children.
- Design, coordinate and supervise activities of instructional assistant(s) and volunteer(s).
- Assists EI/ECSE program staff with all aspects of child program transition within the EI/ECSE program and transition of children to public school programs.
- Participate in child eligibility determination decisions and
- Determine appropriate natural environments/placements.
- Acts as IFSP coordinator and/or educational consultant for selected children enrolled in community preschool and daycare settings.
- Attends staff meetings and serves on committees, advisory groups, etc., as needed, as directed.

- Facilitates staffing and placement of children determined eligible for EI/ECSE program.
- Possesses or quickly acquires basic technology skills, including e-mail, and uses word processing, spreadsheet, and/or database software to the extent necessary to efficiently accomplish the duties of this position.
- Attends work regularly and as scheduled. Possess the ability to perform all functions of the job. Reasonable accommodation will be provided if needed.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area and may be required to travel on overnight assignments.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Must possess a minimum of a Bachelor's degree in early childhood education, special education or a related field. Those without a TSPC endorsement in EI/ECSE or a related field must possess or have the ability to possess the Early Childhood Specialist authorization within 12 months of employment.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Frequently focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Frequently makes decisions and exercises independent judgement.
- **Computer Skills:** General knowledge of computer usage and MS Office 365 is required. General knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.

- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to work independently on occasion.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required. Ability to obtain a valid CPR/First Aid card.

WORK ENVIRONMENT

The work environment characteristics described here 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 low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

PHYSICAL DEMANDS

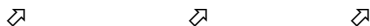
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.



Equal Opportunity Employer:

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran’s status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

Employee Statement:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time, and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Employee Signature:

Date:

Supervisor Signature:

Date:

Salary Classification: Licensed
Last Revised: May 2020