

POSITION DESCRIPTION

Early Childhood Special Education Teacher

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Special Education Teacher	Department: Student Services
Immediate Supervisor's Position Title: Executive Director of Student Services	FLSA Status Exempt
Salary Range: \$46,744 to \$107,076 Annually	
<p>General Summary of Purpose of Job: Provide specialized instruction, modifications and accommodations to early childhood students with disabilities. Follow all due process requirements under the Individual with Disabilities Education Act (IDEA) and Minnesota state statutes and rules. Provide direction to education support paraprofessionals on day-to-day activities for student achievement.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Provide instruction and case management for 3 to 5 year old early childhood special education students.
2.	Complete special education due process including evaluation reports, IEPs, Functional Behavior Assessments, Behavior Support Plans, progress reports, and related documents.
3.	Consult with other educators, staff and parents in developing specialized educational programs for students.
4.	Consult with other educators, staff and parents in the management and data collection around results of specialized programs.
5.	Assist in making changes and adjustments to instructional techniques and accommodations and modifications for students.
6.	Participate with families at school conferences and special education meetings such as annual IEP meetings, evaluation results meetings, etc.
7.	Communicate with appropriate teachers and other district staff personnel as necessary on educational matters.
8.	Promote family attendance and involvement in school conferences and events.
9.	Provide education to families as requested by the principal, teacher, or district staff.
10.	Promote full consideration of individual needs of learners with disabilities in the academic environment.
11.	Deliver the district's written, taught and assessed curriculum.
12.	Adhere to all district policies and procedures.

13.	Support the district's mission, vision and values.
14.	Cultivate and develop inclusive and equitable working relationships with students, staff, families and community members.
15.	Adhere to staff and program guidelines and district procedures and policies.
16.	Demonstrate prompt, regular and reliable attendance.
17.	Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	Bachelor's Degree in Special Education or a related field
X	Current Minnesota Teacher licensure in Early Childhood Special Education or ability to obtain an Out of Field Permission or Tier 1 or Tier 2 license

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:	
<ul style="list-style-type: none"> Valid Minnesota Teaching License or five (5) or more years of teaching experience <p>Licensure Requirement (State Law): In accordance with Minnesota Statutes, section 122A.261, educators working in public preschool, School Readiness, and Voluntary Prekindergarten (VPK) programs within school districts and charter schools are required to hold a valid Minnesota teaching license by July 1, 2028.</p> <p>Educators with five (5) or more years of relevant teaching experience prior to September 2028 may qualify for an exemption under this law.</p>	

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK	
<p>Knowledge</p> <ul style="list-style-type: none"> Current Minnesota Teacher licensure in Special Education. Excellent communication skills with families, students and staff. Sensitivity and compassion for the needs and issues for families and students with disabilities <p>Skills</p> <ul style="list-style-type: none"> Effective written and verbal communication skills Strong organizational and presentation skills Strong skills in differentiated instruction Skills in behavior management and classroom management Skills in data-driven decision making Skills in technology integration Demonstrated leadership skills <p>Abilities</p> <ul style="list-style-type: none"> Ability to work collaboratively and cooperatively with administrators, teachers, staff, and students Ability to meet the instructional needs of a diverse group of students Ability to promote strong student learning outcomes 	

- Ability to develop and maintain positive professional relationships
- Ability to analyze, prioritize, and implement plans in a timely and professional manner
- Commitment to professional development and continuous growth
- Demonstrated prompt, regular, and reliable attendance

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 4/2/26

Reviewed/updated:

Reviewed/updated: