SCHOOL DISTRICT U-46
JOB DESCRIPTION
SPECIAL EDUCATION SPECIALIST FOR EARLY CHILDHOOD

JOB DESCRIPTION REVISION DATE: July 1, 2015

DEPARTMENT / SCHOOL: Special Education

REPORTS TO: Director of Special Education

SUPERVISES: N/A

POSITION GOAL:
The Special Education Specialist for Early Childhood will plan for, provide and assess the
instruction of preschool-age students with disabilities. Additionally, the Specialist will build a
working relationship with the building staff and families of the preschool children to support them in
educating their child.

ESSENTIAL FUNCTIONS:
1. Coordinate and conduct service team and IEP meetings.
2. Write IEPS that follow district and Early Learner Department guidelines that meet the
   individual needs and abilities of students.
3. Communicate regularly with parents and others in the community to develop and maintain a
   positive school-community relationship.
4. Coordinate services with district administrators and staff to ensure that students with special
   needs receive an appropriate, rigorous education which includes options for effective
   inclusive preschool instruction and related services.
5. Ensure compliance with federal and state mandates to provide a full continuum of services
   for special education students.
6. Plan and implement a program of both formal and informal staff evaluation to assist staff in
   reaching their professional potential and to increase the quality of instruction.
7. Ensure a safe, healthy and appropriate learning environment for children and staff.
8. Participate in and conduct multi-disciplinary staff meetings to ensure that each student is
   provided an individualized program which best meets his/her identified needs.
9. Provide materials, instructional assistance, and professional development activities to assist
   teachers in strengthening special education pedagogy, documentation procedures, and
   adherence to IDEA federal regulations.
10. Attend and participate in various committees which facilitate and support District-wide and
    departmental initiatives and engage all stakeholders in the District.
11. Provide instructional leadership to improve teaching and learning processes.
12. Works collaboratively with building principals, assist directors of specialized student
    services and Director of Early Learners in planning and implementing programs to improve
    teaching competencies across all early childhood programs.
13. Coordinate with the Transportation Department.
14. Participate in required district or state professional development activities.
15. Maintains complete and accurate records as required by law, district and program policy.
16. Other duties as assigned by the Director of Specialized Student Services.
SCHOOL DISTRICT U-46

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SPECIAL EDUCATION SPECIALIST FOR EARLY CHILDHOOD

KNOWLEDGE AND CRITICAL SKILLS:
1. Thorough knowledge of special education laws and procedures.
2. Knowledge of early childhood development, preschool curriculum and authentic assessment practices for early learners.

EXPERIENCE AND EDUCATION:
1. Appropriate Illinois Administrative Certification
2. Illinois approval/endorsement to serve as a teacher and/or supervisor of Special Education (LBS I).
3. Illinois Certification to serve as a teacher in the area of Special Education in early childhood education.
4. Minimum of 3 years teaching experience in the field of special education.
5. Knowledge about theories of learning, reading, curriculum, and psychological as well as educational testing.
6. Effective communicator, well-organized, able to assess teachers' needs and provide for those needs.
7. ESL endorsement preferred but not necessary.

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors in a busy school environment.
3. Frequent work on a computer.
4. Frequently work at a fast pace with unscheduled interruptions.
5. May be required to leave main work site to attend meetings.
6. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Stooping, bending, reaching and working at a child's level necessary.
4. Must work indoors and outdoors.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Ten month position (224 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.