



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Early Childhood Disabilities Specialist** FLSA Status: **Exempt**
Job Family: **Licensed** Pay Range: **T Salary Schedule**
Prepared/Revised Date: **March 27, 2019** Job Code: **33538**
Calendar: **200 day**

SUMMARY: Responsible for the coordination and implementation of services for children with disabilities in Poudre School District's Early Childhood program. Responsible for all federal, state, and local statutes and regulations pertaining to students with disabilities, especially IDEA and the Office of Head Start's Program Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

DESCRIPTION OF JOB TASKS
1. Coordinate: <ul style="list-style-type: none">a. Training and technical assistance for staff and parents/guardians with regards to providing services to students with disabilities within the Early Childhood (EC) Program.b. Early Childhood referrals to district-wide elementary and center-based programs as well as Foothills Gateway for children birth to 36 months.c. Transition plans for students with disabilities into kindergarten.d. And/or provide professional development for ECE/ECSE staff regarding program goals for Early Childhood and Integrated Services (IS).
2. Team with EC and IS Leadership for assessment, student progress, curriculum coordination and modifications, and achievement of EC and IS program goals.
3. Collaborate with: <ul style="list-style-type: none">a. Child Find on screening referrals and evaluations.b. EC Assessment teams through the IEP process.c. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Coordinator on the placement for students with disabilities into or within the EC program.
4. Participate in: <ul style="list-style-type: none">a. Team, building, and district meetings and discussions representing the EC and IS departments.b. Student and/or family conferences, IEP meetings and transition meetings for students with disabilities in EC programs.c. Case management meetings as needed, including EC mental health and FCE.d. Professional growth opportunities as appropriate.
5. Lead and/or participate in the hiring and coaching of qualified EC licensed and classified staff.
6. Assist the Assistant Director of Early Learning in writing procedures for the EC program related to students with disabilities.
7. Support data collection and reporting for special education (including Indicator 7 for CDE) and accurate inputs for children less than 36 months within the EC child record system.



8. Demonstrate a commitment to: a. Understand, appreciate, and make accommodations for student diversity. b. Include and engage families in the student's education. c. Support all Poudre School District policies, procedures, and expectations. d. Provide personal and professional excellence. e. Uphold all applicable federal, state, and local laws and regulations (such as IDEA, The Head Start Act, Colorado Department of Human Services Regulations).
9. Represent the EC program before and after the regular school year by: a. Attending EC Leadership, Early Education Referral Form (EERF), and ERSEA meetings as needed and appropriate. b. Supporting summer assessment teams through the IEP process for students entering the EC program. c. Collaborating with Child Find, or representative, on screening referrals.
10. Collaborate with school psychologists regarding IEP compliance reviews, provide coaching to school-based teams on IEP development, and work with IEP Support staff regarding transfers of IEPs.
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required.
- Experience instructing students in a classroom setting preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.



MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	