

**SAN MATEO COUNTY OFFICE OF EDUCATION  
TEACHER, EARLY CHILDHOOD SPECIAL EDUCATION**

**JOB SUMMARY**

Under the supervision of an assigned administrator, collaborates with family members and other service providers to develop a standards aligned Individualized Education Program; create a developmentally appropriate, universally designed learning environment; deliver high quality specially designed instruction; monitor student progress and adapt instruction as indicated to maximize the development of preschool aged children with identified disabilities in inclusive and/or self-contained classroom settings.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

- Establish and maintain a safe, universally designed, developmentally appropriate, and positive learning environment;
- Utilize developmentally appropriate assessment procedures to identify student preferences, strengths, and needs across developmental domains;
- Collaborate with family members and other educational service providers to develop a standards aligned Individualized Education Program, and appropriate goals in areas of identified need;
- Design and deliver specially designed instruction in inclusive and/or self-contained preschool classrooms;
- Adapt and modify instructional materials and equipment to maximize student access and engagement;
- Develop and use various positive behavior management techniques;
- Plan and conduct a system of continuous evaluation of each student's progress;
- Prepare and maintain a variety of written records (e.g. academic progress, attendance, anecdotal records, etc.) for the purpose of documenting and sharing student progress and meeting mandated requirements;
- Support students as needed with daily living tasks (e.g. feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned;
- Conduct appropriate medical procedures and special programs under the guidance of supervising medical staff;
- Plans and directs the work of assigned paraeducators;
- Establish and maintain collaborative, effective working relationships with families and colleagues;
- Participate in training and other activities to increase professional knowledge, competence and skills;
- Utilize effective spoken and written communication skills;
- Maintain student and family confidentiality;
- Stay current regarding evidenced based practices, laws and regulations related to the education of young children with identified disabilities;
- Operate standard office and classroom equipment including a computer and assigned software;
- Multi-task, meet deadlines and complete assignments in a timely manner;
- Maintain consistent, punctual and regular attendance;
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Strong foundation in all aspects of child development;
- Early childhood curriculum and instructional practices;
- Educational disabilities and the development of individualized, specially designed instruction;
- Developmentally appropriate assessment, program planning, and specially designed instruction for preschool age children with identified disabilities;
- Universal Design for Learning (UDL) principles and practices which support the inclusion of young children with identified disabilities in early learning environments with typical peers;
- Process for developing high-quality Individualized Education Programs (IEPs);
- Applicable best practices, guidelines, rules, regulations, laws, and codes;

### **Skills and Ability to:**

- Adapt and modify instructional materials, environments, and equipment to maximize student access and engagement;
- Demonstrate interpersonal skills using tact, patience and courtesy;
- Keep accurate records and submit reports in a timely manner
- Operate standard office and classroom equipment including a computer and assigned software.

## **WORKING CONDITIONS:**

### **Environment:**

- Indoor and outdoor work environment

### **Physical Demands:**

- Ability to stoop, bend, stretch, grasp, pull, and push;
- Ability to react and respond quickly;
- Ability to walk extended distances;
- Ability to lift 35 pounds (one person), and up to 100 pounds with two person lift.

## **REQUIRED QUALIFICATIONS:**

- Education Specialist Instruction Credential – Early Childhood Special Education (ECSE) or other Special Education credential authorizing instruction to special education students ages 3 to 5
- Bachelors degree from an accredited college or university
- Minimum of 2 years experience as preschool special education teacher, preferred
- Early Childhood permit, or willingness to obtain permit during first year of employment