

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** Teacher – Early Intervention/Early Childhood Special Education

**Reports To:** MECP Program Administrator

**Job Purpose Statement/s:** To provide Early Intervention/Early Childhood Special Education services to eligible children and their families.

**Essential Job Functions:**

- **Participate** as a transdisciplinary team member to complete educational assessments for children and assist in determining eligibility for Early Intervention/Early Childhood Special Education (EI/ECSE) and School Age services based on Federal and State rules and regulations.
- **Case manage** assigned children by completing due process forms and developing and implementing the individualized Family Service Plan (IFSP) based on the education assessment information and/or periodic IFSP reviews.
- **Direct** individual and small group instruction to implement IFSP for individual children.
- **Develop** appropriate systems to regularly monitor educational progress and maintain/complete records and reports as required by program procedures and Oregon Administrative Rules.
- **Plan** and **provide** training and support for educational assistants, other professionals and families regarding IFSP goals.
- **Provide** an educational environment where instruction is individualized for each student and includes supports and modifications that facilitate learning.

**Other Job Functions:**

- **Participate** in ongoing professional development as requested or as approved by the supervisor.
- **Attend** required meetings as assigned.
- **Adhere** to the policies and procedures of the district, department and program.
- **Perform** other related duties as assigned.

**Job Requirements – Qualifications:**

- ◆ **Experience Preferred:** One year experience working with special needs children birth to 5 years of age and their families.
- ◆ **Skills, Knowledge and/or Abilities Required:**
  - Understanding of typical and atypical child development from birth through five years of age.
  - Knowledge of etiology and characteristics of common developmental disabilities and the impact on child's abilities.
  - Knowledge of the rules and regulations, which apply to the eligibility and provision of EI/ECSE services.
  - Ability to use good communication skills and productive problem-solving strategies as a collaborative team member.
  - Ability to work in partnership with families, mutually exploring options, soliciting input about what they want for their child, and respecting choices.
  - Ability to lift students according to acceptable risk factors guidelines (up to 40 pounds maximum without additional support). Exact lifting requirements will vary based upon student weight, tone and transfer positions/space.
  - **Must have own transportation available for on-the-job use.**

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**Working Conditions:** Work is performed in a wide variety of locations, including home, community, school and office environments. May work with student or family. Involves lifting students up to 60 pounds, sitting, and walking. Requires the use of computers, office equipment and **driving personal vehicle**. Includes occasional attendance at evening and weekend meetings.

**Education Required:** Bachelor's Degree and/or Master's Degree.

**Licenses, Bonding and/or Testing Required:** Current Oregon Teaching License in Early Childhood Special Education; Severe Handicapped Learner or Handicapped Learner; Early Intervention/Early Childhood Special Education Endorsement; Special Education Generalist PreK-12 Endorsement; or Early Childhood Specialist Authorization through the Department of Education within one year. Criminal Justice fingerprint clearance.

Multi-Cultural preferred. **Bi-Lingual preferred**. ESOL endorsement preferred.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**Other:** First aid card and cardiopulmonary resuscitation certificate. **Valid Oregon Driver's License and must have own transportation.**

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Administrator  
Employee  
File