# 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;

## $\label{eq:knowledge} \textbf{KNOWLEDGE}, \textbf{SKILLS} \textbf{ AND ABILITIES:}$

### **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;