Job Opening Announcement
& Job Description

Birth – 3 Special Education Teacher (Moses Lake)
Chelan/Douglas Early Intervention Program

Supervisor: Early Childhood Coordinator	**Division:** Early Intervention **Location/Assignment:** Grant County – Moses Lake
Salary Range: State Allocation Schedule	**Conditions of work:** 200 days *Exempt special funded position*

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The Birth – 3 Special Education Teacher will be responsible for planning and implementing child development services for infants, toddlers and preschool age children in partnership and coordination with the site Direct Services Team and families, promoting positive relationships at all times. Model appropriate communication skills, guidance techniques, and nurturing qualities and promote positive attachments between caregivers, children and families.

Qualifications - Required:
- Valid Washington teaching certificate with early childhood and/or special education endorsement.
- Two years' experience in writing individualized curriculum.
- Two years' experience in developing, executing and adjusting behavior management programs.
- Two years' experience in an educational setting.

Qualifications - Preferred:
- Birth -3 Early Childhood Special Education coursework or Birth -3 Early Childhood endorsement;
- National teacher certification; or meet any of the core subject areas for highly qualified.
- Proven experience in the administration and provisions of early childhood services.
- Experience in serving students in rural or remote districts and the experience teaching children with disabilities
- Valid Washington Driver's License, insurance and the willingness to travel.

Skills, Knowledge, and/or Abilities:
- Demonstrates excellent written and verbal skills.
- Demonstrates outstanding customer service skills both over the phone and in person.
- Relates and communicates effectively with others.
- Portrays positive attitude.
- Understands and carries out oral and written directions efficiently and effectively.
- Demonstrates basic use skills in software application to include MS Word, MS Excel, MS Outlook 2013.
- Demonstrates familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector.
- Exercises confidentiality and displays loyalty and integrity.

Timeline:
Position opens: June 21, 2017
Position closes: when filled (screening on or after July 7, 2017)
Screening & Interviews as soon as possible
Position begins August 2017

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.
NCESD is an Equal Opportunity Employer

Responsibilities:
- Work cooperatively with families to plan and implement learning activities for infants, toddlers or children which correspond to IFSP outcomes; plan with other staff as needed.
- Work in partnership with families, Family Resources Coordinators and IFSP teams in planning and implementing an environment where infants and toddlers can form positive attachments with parents and primary caregivers.
- Establish and maintain an effective system of involving parents in developing children's individual learning goals, preparing curriculum plans, documenting and recording children's learning, and measuring child outcomes.

- Maintain a working knowledge of developmental sequences and effectively apply information to carry out developmentally appropriate activities.
- Maintain curriculum based assessment on student's IFSP outcomes and document progress utilizing the Early Intervention data system.
- Convey pertinent information to families regarding child's developmental needs and progress with the program.
- Apply current early intervention practices according to IDEA Part C.
- Establish, monitor and adjust behavior management plans for individual children's needs.
- Work cooperatively with IFSP team to implement, train and monitor specialized behavior plans with appropriate children.
- Access available resources; personnel, literature, research, in-services.
- Obtain FRC certification and training.
- Complete all required reports and records in an accurate and timely manner.
- Work effectively with multidisciplinary team and other professionals regarding needs of infants and toddlers for assuring appropriate learning experiences.
- Communicate appropriately and effectively with families, ESD staff, school district staff and early intervention providers.
- Conduct appropriate assessments and/or evaluations to determine Part C eligibility and services.
- Supervise student teachers and paraprofessionals in the provision of special instruction for eligible infants and toddlers.

Professional Growth and Responsibilities
- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

Physical Demands
- The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 40 pounds.

Application Procedure:
North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**
Click here to apply