



# Northwest Regional Education Service District

## JOB DESCRIPTION

**Position Title:** Early Childhood Education Specialist  
**Department:** EI/ECSE  
**Location:** As Assigned  
**Reports To:** Coordinator of Early Childhood Programs  
**Compensation:** Licensed Salary Schedule  
**FLSA Status:** Exempt  
**Bargaining Unit:** Licensed, NWEA

Updated 8/2020

**NW REGIONAL ESD'S MISSION STATEMENT:** *In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### GENERAL DESCRIPTION:

To provide educational programs and/or consultation to parents and community pre-schools to meet the individual needs of children with disabilities and/or special needs, from birth to five years of age.

### QUALIFICATIONS:

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.

- Current Oregon Teaching License in early childhood, elementary, special education, or related field.
- Previous experience working with children with special needs.
- Current driver's license.

Operate on a highly varied schedule to plan and organize various activities to teach children with special needs, counsel parents, assess progress, and maintain required records. These activities include teaching in self-contained classrooms, home visits, family counseling, parent education, multidisciplinary team meetings, curriculum development, the preparation of Individualized Family Service Plans (IFSPs), and assessment of progress and program effectiveness.

#### **Clatsop Service Center**

3194 Marine Drive  
Astoria, OR 97103  
503-325-2862 Fax: 503-325-1297

#### **Columbia Service Center**

800 Port Ave  
St. Helens, OR 97051  
503-366-4100 Fax: 503-397-0796

#### **Tillamook Service Center**

2515 3<sup>rd</sup> Street  
Tillamook, OR 97141  
503-842-8423 Fax: 503-397-6272

#### **Washington Service Center**

5825 NE Ray Circle  
Hillsboro, OR 97124  
503-614-1428 Fax: 503-614-1440



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**ESSENTIAL FUNCTIONS:** Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

1. Assess children for cognitive, personal-social and adaptive development. Work with transdisciplinary team, including the family, in development and implementation of IFSPs. Assess progress.
2. Provide appropriate environment to establish and reinforce developmentally appropriate curriculum to promote learning in all areas of development, e.g. cognitive, social, play, language, gross motor, fine motor, self help, and behavior. This is accomplished through baby groups, toddler groups, pre-school self-contained classes and language groups.
3. Provide consultation, education, and support to parents through home visits, day care visits, and community pre-schools for needs of children with special needs. Occasionally provide inservice to building staff and students.
4. Case management duties include: reviewing child's eligibility for the program, preparing team reports, development and preparation of IFSP goals and documents, maintenance of required records and working files, including physician's statements, and assessment of student progress. As appropriate, refer families to community resources.
5. Provide direction to educational assistants.

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

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## **LANGUAGE SKILLS:**

Ability to read and comprehend complex technical language. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of organizations.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in an office environment.

Able to use a telephone, operate a computer, use other office equipment. Ability to drive to other program sites and meetings.

## **PHYSICAL DEMANDS:**

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Medium.

- Must be able to move chairs, tables, and equipment around the classroom.
- Must be able to lift children up to five years of age and implement appropriate handling techniques with difficult behaviors and/or physical impairments.
- Must drive to home visits to provide service to parents and drive to various meetings during the day.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

## **Equal Opportunity Employer**

*NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.*

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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