

**POSITION ANNOUNCEMENT
2025 – 2026 SCHOOL YEAR**

DATE: May 23, 2025
TO: ALL DISTRICT PERSONNEL
FROM: ANDY LONG, ASSISTANT SUPERINTENDENT
RE: JOB OPENING – MECP EARLY CHILDHOOD DEVELOPMENT SPECIALIST

EARLY CHILDHOOD DEVELOPMENT SPECIALIST

Schedule: 7 hours per day / 12 months per year / About 185 days per year
Class: 13, starts at \$23.93 per hour (*based on 2024-25 Classified Salary Schedule*)
Starting Date: **As soon as possible**

POSITION PURPOSE

Collaborate with the classroom teacher to create a strong positive, strengths-based classroom culture, implement a child focused creative learning environment that is focused on nurturing relationships with children and families. Early Childhood Development Specialists develop quality partnerships that encourage family engagement in their child's learning. Assist the classroom teacher in providing children with a developmentally appropriate learning environment in preparation for school success. Understand and follow the requirements for early learning performance standards and follow the district policies and procedures.

NATURE AND SCOPE OF RESPONSIBILITIES

Child Education and Curriculum

- **Work directly with children individually, in small and large groups under the direction of the certified teacher**
- Provide for their safety, guidance, and educational development;
- Demonstrate skills and effective strategies in strengthening the parent/child relationship;
- Implement educational program, which includes weekly curriculum preparation, that best characterizes developmentally appropriate practice in the Early Childhood Education field;
- Use assessment information to individualize the weekly curriculum to build on each child's prior knowledge and experiences in order to provide curriculum that supports learning and development;
- Help to implement the Individual Family Service Plan (IFSP) for children with disabilities, and incorporate IFSP goals into weekly curriculum plan and apply the principles of Least Restrictive Environment.
- Ensure all components of the curriculum guidelines are included in weekly curriculum plan;
- Understand and implement the Child Guidance Procedure. Provide classroom management and facilitate the social and emotional development of children by using the program policies and procedures;
- Provide in the moment coaching for students to gain skills in conflict resolution, skills to improve peer social relationships and emotional regulation;
- Understanding of social emotional learning for preschool age students;
- Contribute to the creation of an environment that reflects the values and norms of the diverse children and families we serve;

Observations, Screenings, and Record Keeping

- Conduct required developmental screening and assessments for assigned children;
- Take accurate, objective and complete observations daily on assigned children;
- Enter observation data into the data management systems in a timely manner, including parent observations as appropriate;
- Maintain accurate and timely written and electronic records/reports (i.e., meal counts, staff sign in, child attendance, etc.);

Parent Partnership/Family Engagement

- Develop partnerships with parents in regards to their child/children;
- Conduct and document home visits/family conferences which are designed to strengthen parent engagement;
- Assist parents to increase knowledge in child growth and development in order to mutually establish individual child goals. Incorporate this information into child assessment and curriculum planning;
- Participate in parent activities (i.e., parent meeting, family days, etc);
- Provide brief informal training at parent meetings, as needed;
- Work occasional evening hours as needed to accommodate program and family needs (i.e., parent meetings, home visits, etc.);

Communication and Debriefings

- Attend and participate in staff meetings, planning meetings, and training;
- Facilitate open communication and promote group problem solving;
- Participate in regular classroom team debriefings;
- Participate in regular child staffing meetings in partnership;
- Maintains confidentiality in matters concerning families;

Staff Professionalism and Education

- Works assigned schedule, and exhibits regular and predictable attendance;
- Participates in regular training and technical assistance activities;
- Actively seek to maintain and increase competencies;

Interaction with Children, Parents, and Co-workers

- Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children;
- Must relate in a positive, supportive way, both verbally and physically, and be sensitive to the needs of parents;
- Must relate in a positive, supportive way, both verbally and physically and be sensitive to the needs of co-workers;
- Must use quick, safe, reactions and responses when working with children and families;
- Must work to understand issues of difference, privilege and social justice, to eliminate racial and ethnic disparities and to cultivate a respectful, inclusive and accessible learning and working environment;

Other Duties

- May be assigned other related duties as appropriate. This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties that may be required.

Other Responsibilities

- Report suspected cases of child abuse or neglect in accordance to state law and agency policy;
- Medication administration (i.e., Epi pen, inhaler) and diapering as needed;
- Maintenance of center facilities, equipment and materials;
- Represent agency on various committees and projects;
- Rides school bus as needed;

MINIMUM QUALIFICATIONS

- Associate's Degree in Early Childhood Education or Child Development and a Step 9 or higher in the Oregon Registry; **OR**
- Associate's Degree in a related field such as General Studies, Social Science, Psychology, etc. (not limited to these degrees) and a Step 9 or higher in the Oregon Registry; **OR**
- Completion of 2 years LEAP training resulting in ***LEAP Certification**;
 - *LEAP Certification:**
 - ✓ Attendance at a 2-day LEAP Training event
 - ✓ Member of classroom team that has reached LEAP Fidelity (at least 2 years)
 - ✓ Competent with LEAP Data Collection system
 - ✓ Competent in the use of Incidental Teaching
 - ✓ Competent in the use of Least to Most and Most and Least Prompting Hierarchies
 - ✓ Competent in the use of AAC systems (PECS, Voice Output Devices, Switches, etc.)
 - ✓ Competent in using large group monitoring strategies
- If currently in an Associate's Program or currently in year 1 of LEAP certification, the candidate will have one additional year to complete and can continue working while education / training is in process.
- New applicants / hires not yet in an Associate's Program or in LEAP Training must be willing to enroll in an associate's program; continued employment will be contingent upon completion within 2 years of the date of hire
- If requested in writing, a one-year extension to complete LEAP training or Associate's Degree may be granted by MECP Director
- Two years of experience teaching preschool-age children;
- Current driver's license, insurance, and access to a reliable automobile during work hours;
- Experience working with diverse backgrounds of the communities;

DESIRED QUALIFICATIONS

- Bilingual skills: oral and written fluency in English with fluency also in Spanish, Russian or another language that meets community/department's needs.

ADDITIONAL QUALIFICATIONS

- Food handler's card, must be obtained within 30 days of hire date;
- Infant/child first aid/CPR, must be obtained within 60 days of hire date;
- Recognizing and Reporting Child Abuse & Neglect training must be completed within 60 days of hire date;

ESSENTIAL MENTAL REQUIREMENTS

Must be organized, flexible and resolution oriented. Ability to multi- task, make sound judgments and demonstrate appropriate role modeling. Ability to maintain full and complete attention to children at all times. Ability to work as a team member and to be self-directed.

ESSENTIAL PHYSICAL REQUIREMENTS

Ability to lift/carry up to 50 lbs. a distance of 10 feet. Ability to push/pull up to 50 lbs. a distance of 10 yards. Sufficient mobility and range of motion to perform repetitive standing, walking, balancing, stooping, bending, crouching, crawling, sitting on the floor, reaching, squatting, kneeling, and twisting for up to 8 hours per day. Sufficient stamina to perform job duties at frequency required. Ability to react quickly to the physical actions of children. Ability to perform physical requirements of bus monitor duties: Sufficient vision and hearing to perform job duties. Sufficient manual dexterity and eye- hand coordination to perform job duties.

Work Environment and Safety

- Maintain a safe and pleasant work environment.
- Follow safety regulations, policies, and procedures.
- Actively contribute towards promoting a safe workplace & environment.

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

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified employee you will click on the word “**Internal**”, which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.tedk12.com/hire/ViewJob.aspx?JobID=10122>

External Applicant Instructions:

If you are an External Applicant applying for a position, you will complete the **EXTERNAL** TalentEd application. **Please see link above.**

Internal Applicants – This will close at 4:00 pm on Friday, May 30, 2025. External Applicants – Open Until Filled.

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.

David Douglas School District is An Equal Opportunity Employer