

## JOB DESCRIPTION

**DEPARTMENT:** SPECIAL SERVICES

**JOB TITLE:** EARLY CHILDHOOD SPECIAL EDUCATION  
PROGRAM ADMINISTRATOR  
(Level G; 11 month)

**REQUIREMENTS:**

- A. Education Level:** Master's degree and certification in a special education field
- B. Experience Desired:** At least 3 years' successful experience in an early childhood special education or elementary special education assignment
- C. Physical Requirements:** Requires constant hearing, hand-eye coordination, mind-eye coordination; intermittent keyboarding, sitting and lifting. Frequent repetitive motions with wrists, hands, fingers, standing, walking, and carrying.
- D. Other Requirements:** Excellent oral and written communication skills. Computer literacy in word processing, spreadsheets and databases. Skills in human relations leadership, and conflict management. Demonstrated knowledge of curriculum and regulations in early childhood special education. Demonstrated ability to work well with others.

**REPORTS TO:** Building Principal

**RECEIVES GUIDANCE:** Early Childhood Coordinator  
Special Services Director

**DATE:** Revised November 2009

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Leads staff in the implementation of early childhood and early childhood special education curriculum and assessment.
2. Chairs IEP and evaluation meetings as assigned.
3. Monitors program for compliance with state and federal regulations.
4. Elicits parental involvement in early childhood and early childhood special education programs.
5. Provides training and technical assistance to staff.
6. Selects, assigns, and supervises early childhood and early childhood special education teachers and educational assistants, as assigned.

7. Manages and supervises transportation for early childhood and early childhood special education students.
8. Assists in developing and implementing procedures to comply with Federal law and performance standards, State rules, and District policies and procedures.
9. Assists in the preparation and monitoring of the building budget.
10. Participates in regularly scheduled early childhood and early childhood special education department meetings scheduled by the coordinator.
11. Coordinates district-wide early childhood projects as assigned, such as transition to elementary schools, coordination of Part C programming, curriculum and assessment development, and / or parent involvement.
12. Maintain the confidentiality of students and their families.
13. Performs other special education duties assigned by the Special Services Director, Early Childhood Coordinator, and / or the principal.

**WORKING CONDITIONS:**

<b>A. <u>Inside</u></b>	<b><u>Outside</u></b>	<b><u>Both</u></b>
		<b>XXX</b>

**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity. Requires exposure to the outside environment as supervision of transportation boarding and deboarding is required

**C. Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

**I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.**

---

**Signature**

---

**Date**

---

**Print Name**