VENTURA UNIFIED SCHOOL DISTRICT
Office of Pupil Services and Special Education

Education Specialist-Early Childhood Education
Pre-School Teacher
JOB DESCRIPTION

Description of Position

The Education Specialist-Early Childhood Education Pre-School Teacher provides a comprehensive program emphasizing a Tran disciplinary approach to the identification and remediation of children between the ages of three and five, inclusive, identified as exceptional. This includes a family involvement and participation in program exit transitioning.

Administrative Relationships

The Education Specialist-Early Childhood Education Pre-School Teacher are directly responsible to the Director of Pupil Services/Special Education for supervision and direction related to their duties and responsibilities.

Major Duties and Responsibilities

1. Identify and maintain caseload-funding requirements through child search and coordination with agencies serving the target population.

2. Provide Tran disciplinary assessments to:
   a) Determine program eligibility
   b) Performance levels and learning styles
   c) Least restrictive environment
   d) Need for appropriate referrals to public/private programs

3. Coordinate and develop Individualized Educational Plan.

4. Assist in the interpretation of developmental/educational objectives to parents/teachers and encourage their participation in effecting these objectives.

5. Provide parent/agency education and support services.

6. Implement the Individualized Educational Plan.

7. Coordinate and develop a plan for appropriate re-assessment, and transitioning and monitoring student progress following program exit.
**Other Major Duties and Responsibilities**

1. Assist in the development of curriculum, in-service training programs, program continuity, and needs assessment.

2. Consult with private and public agencies, medical personnel, the community, and any organizations concerned with the Preschool population.

3. Attend State, County SELPA, and other professional meetings providing continuing education and legislative updates.

4. Provide consultation to administrators, teachers, and other professional staff in a resource capacity upon request.

5. Provide ongoing education and evaluation of program assistants.

6. Maintain records and documentation to district and state standards for program evaluation.

7. Purchase and maintain appropriate program inventory.

**Minimum Qualifications**

1. Education Specialist-Early Childhood Education authorization.

2. Comprehensive knowledge of normal and atypical child development which may include cognitive functioning, speech and language skills, motor functioning and personal-social skills with an awareness of cultural implications.

3. Knowledge and skills in working with other disciplines as a team member and other agencies and programs to coordinate services.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410)