



Substitute Special Education Teacher

Reports To:	Program Director	Department:	Program: Therapy
FLSA Status:	Non-Exempt Salaried	Pay Grade:	TBD
Revision Date:	12/13/2021	Approved By:	Program Director & HR

Job Summary

Plan and implement child development services to meet the individual needs of infants and toddlers with developmental delays and/or disabilities as defined through the Individualized Family Service Plan process. Model appropriate communication skills, guidance techniques, and nurturing qualities to promote positive attachments between caregivers, children, and their families.

Duties and Responsibilities:

- Use multidisciplinary teaming practices regarding conducting evaluations and assessments, completing child outcome measurement ratings, developing Individualized Family Service Plans (IFSPs), conducting IFSP reviews, and in providing coordinated IFSP services in accordance with the Department of Children Youth and Families (DCYF) Early Support for Infant and Toddlers (ESIT) program recommended practices.
- Coach parents and caregivers to promote and strengthen their capacity to provide everyday learning opportunities for their child and increase child participation in daily activities and family routines.
- Use scientific, research, evidence-based, and/or promising practices that meet the needs of children and families.
- Use a play-based approach to provide engaging, individualized, specialized education for children, ages birth to three in a variety of settings (e.g., home, daycare, clinic, community).
- Utilize standardized assessment tools to evaluate children with developmental concerns and make appropriate recommendations.
- Complete accurate electronic documentation.
- Communicate, collaborate, and consult with other care team members.
- Facilitate communication opportunities for children; including the creation of picture communication materials when needed..
- Attend staff meetings, care team meetings, case conferences, in-services, and other meetings as needed.
- Maintain a clean and safe environment for children.
- Perform other related duties as assigned.

Supervisory Responsibility:

- None

Required Skills & Abilities:

- Use knowledge of educational needs of children and the ability to write clear and measurable objectives.
- Cultivate positive, supportive, and responsive interactions while encouraging independence.
- Exhibit compassion and administer care while incorporating the individual and cultural differences of families.
- Act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- Communicate effectively and make independent decisions.
- Work and collaborate in a team environment effectively.
- Use strong verbal, written, and listening communication skills to interact effectively.
- Maintain confidentiality of sensitive information.
- Understanding of and ability to resolve conflict.
- Adhere to Health Insurance Portability and Accountability (HIPAA) & Family Educational Rights and Privacy Act (FERPA) requirements/regulations.
- Possess excellent organizational skills and attention to detail.
- Demonstrate proficiencies in Microsoft Office Suite.

Education, Certifications and Position Requirements:

- Bachelor's Degree in Special Education; with a strong emphasis and/or work experience in early childhood special education.
- Current Washington State Teaching Certificate, and the ability to maintain the certificate.
- One to two years' experience working with preschool children with developmental disabilities or delays desired.
- Valid driver's license, and reliable vehicle with proof of insurance.
- First Aid / CPR Certificate
- Bloodborne Pathogens Training (will be provided).
- T.B Test, proof of Tdap Immunization, Hepatitis B and COVID-19 vaccinations.
- Washington State Department of Early Learning Criminal background clearance.
- Department of Social and Health Services (DSHS) Background Check clearance.

Environmental Factors:

- Valid driver's license and vehicle with proof of insurance.
- Ability to lift or carry up to 40 pounds regularly.
- Indoors, sedentary up to 7 hours/day sitting or standing and up to 4 hours/day keyboarding.
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on a regular basis.
- Ability to bend, twist, stoop on a regular basis.



Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Job Description Acknowledgement:

I have received a copy of the job description for my position. I have reviewed the contents of the description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the organization.

I further understand that acknowledging the job description in no way alters my employment-at-will status.

If I have any questions about job duties specified, or not specified, on this description, I should discuss them with my immediate supervisor or Human Resources.

Employee Name (Print): _____

Employee Signature: _____ Date: _____