

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Special Education Birth to Three Transition Specialist

DEPARTMENT: Special Services

REPORTS TO: Executive Director of Special Education

POSITION SUMMARY: Work with parents, special education staff and community agencies to assist in the transition of early childhood students with special needs from Birth to Three agencies into the public school program.

ESSENTIAL FUNCTIONS:

- Work with school staff, parents, and community agencies as appropriate to facilitate student transition activities to ensure students are placed to begin school by age three.
- Coordinate/provide staff development for special education staff and regular education staff regarding special education issues.
- Provide support to school staff in the following areas: curriculum, resource development, instructional strategies, behavioral strategies, modification and adaptation of materials.
- Provide consulting or other appropriate services to district staff in relation to special education, student behavior concerns, student progress, data management and appropriate interventions strategies.
- Assist in assessment and development of individual education plans.
- Facilitate collaborative problem solving among parents and building staff.
- Serve as liaison between building teams and Special Services administration, and between community agencies.
- Assist the Executive Director in planning and implementation of budget, staffing and curriculum.

QUALIFICATIONS:

EDUCATION:

- Valid Washington State Teaching Certificate with a Special Education endorsement in Early Childhood Education or ESA certificate required.
- Master's degree preferred: 25 credits required in Special Education with emphasis on working with low incidence students.

EXPERIENCE:

- Documentation of successful experience working with a wide range of students.
- Experience in early childhood curriculum and program development implementation.
- Two to three years of experience working with parents of special needs students.

REQUIRED TESTING: None specified

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and as required to maintain certification and endorsements. Right Response certification or certification to be a trainer if not held at hire, must be obtained within 60 days of hire.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date