



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Early Childhood Special Education Process Coordinator
Payroll/Personnel Type:	12 Month
Job #:	8324
Reports to:	Director of Special Education
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The primary function of the Early Childhood Special Education Process Coordinator is to coordinate all aspects of Early Childhood Special Education (ECSE) compliance and programming in St. Louis Public Schools and oversee the effective delivery of ECSE and related services to students who are eligible for ECSE services. This position encompasses supervisory duties for the Early Childhood Special Education (ECSE) Program. It requires a solid knowledge as well as an understanding of both parts B and C of the IDEA 2004 Act. Supervisory duties include ECSE itinerant teachers and school-based classrooms for the district.

Essential Functions:

- Ensure that the program is in compliance with state and federal regulations
- Assign students to a classroom or to an environment that can be considered “least restrictive” for their level of disability
- Work in conjunction with the general education preschool supervisory staff to develop and maintain inclusionary opportunities for children ages 3-5 with disabilities
- Ensure accurate, complete, and correct records as required by law, district policies, and administrative regulations
- Facilitate and/or develop ongoing professional development opportunities for ECSE classroom teachers that will help them more completely meet the needs of the students in their classrooms
- Maintain confidentiality of information concerning students, colleagues, and parents
- In conjunction with building principals, ensure that students receive classroom instruction that is both appropriate and reflective of the most recent research in the field
- Communicate and support the district’s philosophy of education and instructional goals/objectives
- Attend, as Local Educational Authority, those IEPs that are held in community locations or are part of a transition from Part C to Part B services
- Maintain open communication with the parents of students in the programs you are supervising
- Communicate to staff expectations for performance
- Collaborate with community, state, and federal agencies in developing ECSE programs that meet the needs of the community
- Develop reports that communicate program outcomes for the district, the state, and the community
- Develop transition processes for ECSE students who are moving from one program or level
- Ensure that core data and December 1st child counts are accurate and reflective of services being provided
- Monitor and review all ECSE IEPs and Evaluations for students in the district and students transferring into the district



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- Attend local and state ECSE collaboration meetings in order to communicate with other districts and with the Department of Elementary and Secondary Education for Missouri about any concerns or questions that may occur
- Ensure that caseload numbers are appropriate and within state guidelines
- Regularly report on the state of the department
- Demonstrate high standards of professionalism and ethics
- Continue personal and professional development in the areas of Early Childhood Special Education
- Perform other tasks as assigned by the Director of Special Education

Knowledge, Skills, and Abilities:

- Knowledge of IDEA 2004 and its ramifications for ECSE
- Basic computer skills
- Able to work well under deadlines and in high-stress situations
- Able to work with diverse groups of people
- Able to converse knowledgeably and respectfully with parents and help them with the special education process
- Able to train and supervise staff in current effective practices
- Knowledge of current issues in ECSE and autism
- Knowledge of “Best Practices” in ECSE
- Skill to acquire information from multiple sources and condense it into a readable report
- Knowledge of Microsoft Office applications, web-based reporting, and general word-processing ability
- Knowledge of state and district compliance plan
- Solid understanding of special education law
- Able to be flexible when working with colleagues, teachers, and parents

Experience:

- At least five years of teaching experience at the ECSE/elementary level; experience with IEP facilitation (required)
- Some administrative/supervisory experience at the ECSE and/or elementary level (preferred)
- Familiarity with core data reporting (preferred)
- Experience making decisions in “high-stress” situations (preferred)
- Experience in working with advocates and attorneys during the IEP process (preferred)

Education:

- Master’s Degree in Special Education, ECSE, or Educational Administration (required)
- Missouri Teacher Certification (required)
- Missouri Special Education Teacher Certification (preferred)
- Missouri Administrative Credential (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



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- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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