



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

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| <b>Position Title:</b>         | Teacher on Special Assignment, ECSE, B-3           |
| <b>Payroll/Personnel Type:</b> | 10 Month   |
| <b>Job #:</b>                  | 8422   |
| <b>Reports to:</b>             | Director of Special Education, Process Coordinator |
| <b>Shift Length:</b>           | 6.5 Hours a Day                                    |
| <b>Union Eligibility:</b>      | Eligible   |

**Position Summary:**

The primary function of the Teacher on Special Assignment for ECSE, B-3 is to assure adherence to timelines and federal and state requirements for special education services. The role has the responsibility for monitoring compliance with ECSE programs, reporting status to the ECSE staff and immediate administrators, and assisting staff with computerized IEPs and technology.

**Essential Functions:**

- Assist school-based ECSE staff in implementing new technology for IEPs
- Assist with overall monitoring of timelines and regulations for IEPs, evaluations, reevaluations
- Advise teachers, principals and Special Education Process Coordinator of upcoming deadlines and overdue cases on a periodic basis
- Mentor new teachers and substitutes concerning requirements for special education
- In-service staff as directed by the Process Coordinator
- Maintain and share a working knowledge of current laws, regulations and strategies in special education
- Serve as LEA as directed by the Process Coordinator as ECSE IEP meetings are held
- Work under the direction of the Process Coordinator as a liaison between the ECSE itinerant and diagnostic teams
- Maintain and monitor in conjunction of the Process Coordinator, ECSE caseloads and ECSE staff assignments at the building level
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Evidence of good oral and written communication skills
- Knowledge of federal laws and state regulations governing special education
- Driver's license and vehicle for travel among schools
- Computer skills, ability to use and assist others with computerized IEPs
- Ability to work independently, schedule and utilize time to best serve the needs of the area assigned

**Experience:**

- Minimum of three years of experience teaching in an ECSE classroom/program setting (required)

**Education:**

- Master's Degree in related area (required)
- Missouri Certification in Early Childhood Special Education and B-3 (required)





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