

Early Childhood Special Education (ECSE) Special Education Instructional Facilitator (SEIF)

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

Position Summary

The ECSE SEIF is a position designed to address the duties and responsibilities that a large special education population creates within a school or a group of schools. The role of the special education facilitator is to be an educational leader and advocate for students with disabilities within the early childhood community-based settings. The ECSE SEIF will also develop and present professional learning opportunities for ECSE teachers. The ECSE SEIF will provide mentoring and coaching on Individualized Education Program (IEP) writing, best practices, and serve as the liaison between regions and the early childhood department. The ECSE SEIF will provide information to ECSE teachers regarding current Individual with Disabilities Education Act (IDEA) and Clark County School District policies and procedures. The ECSE SEIF reports directly to the Early Childhood Director and will provide professional learning to ECSE teachers under the supervision of the Early Childhood Director, Early Childhood Programs, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists teachers in the administration of the early childhood assessment.
 2. Plans, prepares, and presents professional learning activities including before and after school meetings, prep time, collegial discussions, classroom modeling, observation, and feedback.
 3. Uses monitoring data to inform instruction, determines professional learning needs, and refines programs, as necessary.
 4. Assists classroom teachers with the integration of using assessment data to differentiate instruction.
 5. Reviews the individual education programs (IEPs) of ECSE students for appropriateness.
 6. Assists the ECSE transition teachers and ECSE community-based teachers with IEPs, developmentally appropriate practices, and writing effective and relevant goals/benchmarks to address individual student's needs.
 7. Tracks transition compliance data.
 8. Assists in placements of ECSE students.
 9. Administers appropriate District curriculum, which is aligned with the Nevada Pre-Kindergarten Standards.
 10. Informs site administration of special education concerns/issues that may be supervisory in nature.
 11. Assists division and region teams, administration, licensed, and support professionals with the effective implementation of federal, state, and local mandates.
 12. Ensures that students with disabilities in our early childhood centers and at the University of Nevada Las Vegas (UNLV) preschool are receiving a free and appropriate education in the least restrictive environment (LRE).
 13. Monitors, on a regular basis, confidential folders and IEPs to ensure accuracy, completeness, and compliance.
 14. Assists parents in problem solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's IEP.
 15. Monitors and updates systems and procedures to ensure compliance.
 16. Ensures the opportunity for all students to learn in a supportive environment.
 17. Ensures assessment regulations and guidelines are followed at all times.
 18. Serves as a mentor/coach for classroom teachers.
 19. Works professionally with administrators, staff, parents, and community.
 20. Integrates technology into the instructional program.
 21. Participates in other job-related duties and activities related to the position, as assigned.
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Position Expectations

1. Demonstrate a thorough working knowledge of the Nevada Pre-Kindergarten Standards and the Nevada Academic Content Standards (NVACS).
 2. Demonstrate a thorough working knowledge of the Creative Curriculum® for Preschool.
 3. Demonstrate a thorough working knowledge of using My Teaching Strategies® data and reports to guide decisions relating to placement and goal development for IEPs.
 4. Demonstrate effective presentation and workshop facilitation skills.
 5. Demonstrate effective communication, collaboration, and interpersonal skills.
 6. Demonstrate effective skills in planning, organizing, and coordinating activities.
 7. Exhibit a strong knowledge of using data to identify gaps in student achievement in young children.
 8. Integrate technology into planning, learning, and record keeping activities.
 9. Demonstrate knowledge, skill, and ability to provide specially designed instruction to students with disabilities.
 10. Demonstrate a high skill level in the use of technology and data reporting.
 11. Work cooperatively with students, parents, peers, administration, and community members.
 12. Demonstrate a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students and based on the results of the assessment reporting system.
 13. Collaborate with appropriate staff on the development of present levels, goals and benchmarks, and attend IEP meetings to support teachers of record, as needed.
 14. Maintain and improve professional competence.
 15. Communicate effectively both written and orally.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) or more years of successful teaching experience.

Licenses and Certifications

1. Must possess or be able to acquire by the time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE).

2. Hold, or be able to hold, an endorsement in early childhood special education.

Preferred Qualifications

None Specified.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/26/21
- Created: 04/26/21