

JOB DESCRIPTION

POSITION TITLE: Teacher of Children with Disabilities 0-5

REPORTS TO: Site Director

SUMMARY DESCRIPTION:

The Teacher of Disabilities 0-5 is a member of the IFSP/IEP team and provides services to children, birth to age 5 and ensures that services meet the requirements of the Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and Maine's Unified Special Education Regulations Chapter 101.

REPRESENTATIVE TASKS:

TEACHING:

- Engages the child in developmental and learning activities.
- Provides instruction at the child's developmental level.
- Facilitates learning by engaging the child at the child's level while understanding and seeing what interests the child, or utilizes direct teaching techniques, as appropriate.
- Supports and facilitates the acquisition of new academic and social skills/knowledge and ensures quality delivery of the same.
- Communicates to other team members all relevant information pertaining to the child's learning environment, family events and other pertinent information that may affect the child's learning.
- Implements curriculum appropriate to the nature and needs of individual children.
- Prepares or utilizes child appropriate activities in early intervention and special education environments.
- Serves as a resource to the classroom teacher (if appropriate) and parent to enhance the child's skill development and learning.

PARENT COMMUNICATION:

- Ensures that the parent receives accurate information in a timely manner.
- Informs the parent of progress toward child outcomes as a member of IFSP/IEP teams.

EVALUATION AND ASSESSMENT:

- Conducts observations in the child's natural environment or LRE setting, as appropriate.
- Gathers and reviews documentation specific to the child's developmental history.
- Conducts interviews with the parent to obtain information specific to the child's developmental history.
- Determines the child's level of functioning and expresses that in a summary of evaluation results and diagnostic impressions within evaluation reports provided to the IFSP/IEP team.

RECORDKEEPING AND REPORT WRITING:

- Ensures that the evaluation findings are reported to the IFSP/IEP team.
- Contributes goals to the IFSP/IEP team and short term objectives where appropriate.
- Writes and maintains required reports for therapy to meet MaineCare and other regulatory requirements.

IFSP/IEP:

- Ensures that evaluation findings are reported to the IFSP/IEP team.
- Assists the IFSP/IEP team with goal development based upon assessment results.

EARLY INTERVENTION OR SPECIAL EDUCATION AND RELATED SERVICES:

- Provides Special Instruction as specified by the IFSP/IEP.
- Communicates with CDS Case Managers and other providers through the course of the child's IFSP/IEP.

BILLING DOCUMENTATION (INSURANCE AND MAINECARE):

- Completes billing documents to ensure proper billing to third parties and Case Managers in accordance with CDS practice.

OTHER:

- Any other appropriate duties the Site Director/Supervisor deems necessary.

MINIMUM QUALIFICATIONS:

- 282 (Teacher of Children with Disabilities) required
- Successful background, criminal records, and reference check

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of child development, disabilities, family systems and special education methods
- Ability to interact with a wide variety of people
- Ability to provide individual and group services in a variety of settings and models
- Ability to establish an effective rapport/relationship with children and parent
- Ability to work collaboratively as a member of an early childhood team
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to adapt therapy techniques to varying personalities and environments
- Ability to travel to a variety of locations to deliver services
- Ability to treat and motivate young children