

<b>Job Title:</b>	Facilitator Early Childhood Learning ECSE	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Directors of Special Education	<b>Pay Grade:</b>	105
<b>Dept./School:</b>	Specialized Learning Services	<b>Date Revised:</b>	September 24, 2024

**Primary Purpose**

Assist the Directors to monitor schools in the planning, development, and training of the Early Childhood Special Education Program (ECSE) Program to include Pre-K, Kindergarten, and technical education support. Ensure compliance of Local, State and Federal mandates in Special Education. Support the priority to improve early literacy and Kindergarten readiness for students with disabilities.

**Qualifications****Education/Certification**

Master's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- Knowledge of instructional administration, curriculum writing, and implementation
- Demonstrate ability in organizational, communication, presentation, and interpersonal skills
- Knowledge of assessment administered in Grades Pre-k through Kindergarten
- Strong instructional ability as a classroom teacher
- Knowledge of research-based practices that constitutes a high quality, developmentally appropriate preschool service
- Thorough understand of school operations and policies
- Thorough understand of Local, State, and Federal Rules and Regulations govern special education including Individuals with Disabilities Education Act (IDEA), Americans With Disabilities Act (ADA), and Family Educational Rights and Privacy Act (FERPA)
- Ability to access and interpret the Legal Framework for the Child Centered Process, Public Education Information System (PEIMS), and the Student Attendance Accounting Handbook (SAAH)

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties****Program Management**

1. Plan and organize for the delivery of the district's regular and compensatory instructional programs to ensure implementation of adopted curriculum.
2. Adhere to local, state, federal rules, regulations, and policies.
3. Assist schools to increase student achievement the Domains in the Texas Prekindergarten Guidelines and Kindergarten TEKS.
4. Plan, implement, and evaluate instructional programs with teachers and principals.
5. Assess, develop, and implement the use of technology.
6. Participate in the selection of all the state and locally adopted textbooks and materials as assigned.
7. Perform other assigned duties as may be required by the Directors of Special Education and Assistant Superintendent of Specialized Learning Services.
8. Assist campus administrators and personnel to understand the provision of a Free Appropriate Public Education (FAPE) for early childhood students with disabilities.
9. Provide academic, instructional, and behavioral strategy support to facilitate district-wide initiatives related to Early Childhood Special Education (ECSE).
10. Assist in conducting staff development training sessions for assigned campus personnel in ECSE programs in the areas of special education compliance issues, documentation of progress, accommodations and modification, supplementary aids and services, differentiated instruction, and behavior strategies.
11. Mentor and assist ECSE teachers and paraprofessionals in the development of teaching skills, strategies, or techniques to support student success. Interpret, apply and explain codes, laws, rules and regulations related to assigned activities.
12. Visit campuses to provide compliance information to administrators and campus personnel.
13. Maintain consistent communication with assigned campuses.

- 14. Maintain documentation of activities conducted at assigned campuses and be prepared to share with Directors of Special Education.
- 15. Work with District personnel in goal setting and planning.
- 16. Assist in the collection of data for Maintain knowledge of District and community resources to support effective educational programs and assist campuses with student IEPs and delivery of FAPE.
- 17. Maintain current trends in special education and research-based programs to support student IEPs.
- 18. Serve as District representative at 120-day transition meetings between ECI and District assessment staff.
- 19. Participate in professional growth required by IDEA, local and state regulations, and District mandates.
- 20. Identify and participate in district level Professional Learning Communities to enhance professional growth, communication, and community relations.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2033; Section 504 inquiries regarding students may be referred to 504 Coordinator, at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas al, 230-2856.