



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: Early Childhood Special Education Coordinator

Position Type: <b>Exempt</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Manager of Early Childhood</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>3/26/25</b>
Shift: <b>Day</b>	Approved By: <b>Human Resources</b>

### **POSITION SUMMARY:**

The Early Childhood Special Education (ECSE) Coordinator plays a vital role in building teacher capacity and enhancing instructional practices. This position is dedicated to ensuring high-quality instruction through modeling, co-planning, and providing constructive feedback to teachers. Key responsibilities include planning and delivering professional development for ECSE teachers and staff, supporting curriculum development, and ensuring compliance with required paperwork and licensing. The coordinator serves as a liaison between site principals, SSS leadership, and external agencies to facilitate effective communication and program implementation. This is not a supervisory position and does not include evaluation of colleagues.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Ensure compliance with federal, state, and district regulations related to the early childhood special education (ECSE) program.
- Monitor and maintain adherence to IDEA (Individuals with Disabilities Education Act) and state policies regarding services for children with disabilities.
- Oversee the implementation of Individualized Education Programs (IEPs) and ensure fidelity in service delivery.
- Provide coaching and professional development to ECSE teachers, paraprofessionals, and related service providers.
- Support the transition process of preschool students bridging to kindergarten.
- Conduct observations and provide feedback to improve instructional effectiveness and student outcomes.

- Support teachers and administrators in using data to improve instruction on all levels.
- Ensure accurate documentation of compliance reports, student assessments, and program evaluations.
- Work closely with district administrators, school principals, and special education teams to align ECSE services with broader district initiatives.
- Observe lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Plan and facilitate professional development opportunities for teachers, staff, and paraprofessionals working in ECSE.
- Collaborate with Teacher Prep Program (TPP) Coordinator in an effort to support TPP teachers in Early Childhood.
- Develop coaching plans for teachers to ensure student improvement.
- Ensure teachers are utilizing evidence-based practices and differentiated instruction to meet diverse student needs.
- Contribute to the development systems and structures to improve teacher practice within schools.
- Provide job-embedded professional learning beyond the coaching responsibility.
- Attend Student Support Services Leadership meetings as directed.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job-related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding Customer Service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Certified in Early Childhood Education and Special Education.
- Minimum 5 years of experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must obtain an IVP Fingerprint Clearance card.

### **EDUCATION AND/OR EXPERIENCE:**

- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using student-level data to guide instructional decisions.
- Demonstrated Teacher Leadership.
- Strong pedagogical knowledge and content expertise.
- Demonstrated expertise in oral and written communication.
- Strong interpersonal skills.
- Demonstrated evidence of continual improvement, lifelong learning, and proven ability to help all students achieve.
- Demonstrated evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Basic math skills used for mileage reporting and various other tasks as needed.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

