

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Early Childhood Parent Specialist	Wage/Hour Status:	Exempt
Reports To:	Assistant Director Special Education	Pay Range:	833
Dept./School:	Itinerant Special Education	Date Revised:	6/18/19

Primary Purpose:

Assist with the development and implementation of the special education preschool program for children with disabilities (PPCD) early childhood instructional program. Provide leadership through training and coaching teachers to ensure student success. Ensure effective programming for students by observing, analyzing data and providing recommendations to the campus principal for improving student programming and services. Facilitate positive community relations and increase parental involvement through communication, training/support and access to resources.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Master's Degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Ability to design, deliver and measure effectiveness of innovative learning opportunities

Knowledge of applicable federal, state, local laws, and guidelines and procedures

Strong organizational, communication, and interpersonal skills

Competence in website design, spreadsheets, online learning design, etc.

In-depth knowledge of early childhood development and programming

Ability to lead, analyze, and implement effective programs for individuals with disabilities

Experience:

Minimum 3 years' special education teaching or other school based experience in early childhood/PPCD including time in inclusive settings and 2 years' in a special education leadership role

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work in supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

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Assist with evaluation of the effectiveness of the instructional model and practices

Provide consultation to special and general education teachers in implementing curriculum and instructional strategies

Facilitate the implementation of new materials, methodologies, philosophies, and innovations using those, which meet the needs of students served

Collaborate with the special education leadership team, other district departments and campus staff to promote positive parent relationships and increased communication

Collaborate with the special education leadership team, other district department staff and campus staff for continuous early childhood program improvement and support

Design, deliver and measure the effectiveness of school specific and district-wide innovative professional learning

Design & deliver innovative learning and parent-to-parent collaboration/ support opportunities for parents and siblings

Expand the department's opportunities for communication and collaboration with parents

Collaborate & communicate with parent organizations in the area to expand community partnerships

Update and maintain electronic parent navigator and resources

Understand and respond to the academic, social and physical needs of diverse populations (students and adults)

Assist in establishing, modeling, and communicating a positive organizational climate.

Implement the policies established by federal and state law, State Board of Education rule, and local board policy.

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

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Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-18-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date** _____