



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Special Education (Early Childhood)

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Early Childhood SPED Specialist, under the direct supervision of the Director of Special Education, provides ECSE program/services oversight, supervision, and support.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Provides leadership for program and staff development for ECSE staff for short and long-term program planning with an emphasis on classroom team-based approach
- Collects, analyzes and reports data related to effectiveness of ECSE programs with emphasis on inclusive practices
- Assists administrators with supervision and evaluation of program staff
- Participates in and/or chairs individualized educational program (IEP) meetings in certain situations and facilitates conflict resolution among stakeholders
- Monitors student progress as outlined in IEPs for compliance and evidence of best practices in meeting the established goals
- Manages staffing allocations in accordance with State staffing standards and provides input for ongoing budget planning
- Coordinates services with early intervention and community based preschool programs/agencies

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Five (5) years of experience working with early childhood special education programs and students

Licenses and Certifications

Postgraduate Professional License with an endorsement in Early Childhood Special Education; Special Education Leadership certificate and/or administrative endorsement

Knowledge, Skills and Abilities

- Knowledge of the theory and research-based instructional practices and strategies that provide the basis for special education and related services for preschool students with disabilities; knowledge of inclusive practices for ECSE
- Knowledge of the developmental milestones for preschool age students in the areas of physical development, cognitive development, communication development, social or emotional development, or adaptive development and the ability to articulate this to parents and school staff
- Knowledge of Federal, State, and local criteria for eligibility and comprehensive evaluation for students with developmental delays, including the impact of cultural and linguistic diversity
- Demonstrate leadership qualities and personal characteristics necessary to work effectively with students, teachers, and parents
- Ability to develop and implement staff development programs to school-based staff

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.