



We are pleased to announce that we are seeking qualified applicants for the position of  
**EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) SPECIALIST**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** 1 **Early Childhood Special Education (ECSE) Specialist**  
**40 hrs/week, Mon-Fri, 8a-4p, 189 days per year**

**LOCATION:** Redmond/Bend

**START DATE:** August 31, 2020

**SALARY RANGE:** As established by bargaining agreement, 2020-21 Licensed Salary Schedule (based on experience and education). Benefits include family insurance package, sick leave, paid holidays, generous tuition reimbursement program.

**QUALIFICATIONS:** **DEFINITION**  
 The Early Intervention/Early Childhood Special Education (EI/ECSE) Specialist trains and oversees the EI/ECSE instructional staff and operational functions of the EI/ECSE program and services.

**QUALIFICATIONS**

Must have a Master's Degree or equivalent hours in Special Education, Early Childhood Education, and/or a related area. The Specialist must possess a valid Oregon Teacher's license with Early Intervention/Early Childhood Special Education, ECE endorsement or a related field as well as completion of EI/ECSE competency certificate issued by Oregon Department of Education. This position requires experience in Early Intervention/Early Childhood Special Education (EI/ECSE) and training/experience in assessing/diagnosing early childhood handicapping conditions. A demonstrated ability to work collaboratively with others is required. Prior experience in program design, supervision, and staff training is desirable. Teaching/supervisor experience in infant and/or preschool programs is required. A successful background in special education activities, including working with children with various disabilities is preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Amy McCormack, 541.312.1965, [amy.mccormack@hdesd.org](mailto:amy.mccormack@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycheck.

APPROVED: 7/28/2020  
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 DIRECTOR OF HUMAN RESOURCES  
 Posting # L20-21/520

# **EARLY INTERVENTION/EARLY CHILDHOOD SPECIAL EDUCATION SPECIALIST**

**Definition** The Early Intervention/Early Childhood Special Education (EI/ECSE) Specialist trains and oversees the EI/ECSE instructional staff and operational functions of the EI/ECSE program and services.

**Qualifications** Must have a Masters Degree or equivalent hours in Special Education, Early Childhood Education, and/or a related area. The Specialist must possess a valid Oregon Teacher's license with Early Intervention/Early Childhood Special Education, ECE endorsement or a related field as well as completion of EI/ECSE competency certificate issued by Oregon Department of Education. This position requires experience in Early Intervention/Early Childhood Special Education (EI/ECSE) and training/experience in assessing/diagnosing early childhood handicapping conditions. A demonstrated ability to work collaboratively with others is required. Prior experience in program design, supervision, and staff training is desirable. Teaching/supervisor experience in infant and/or preschool programs is required. A successful background in special education activities, including working with children with various disabilities is preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Licensed

**Reports To** Executive Director EI/ECSE or designee

## **Performance Responsibilities**

1. Develop, coordinate and monitor EI/ECSE programs
2. Oversee all aspects of program operation
3. Direct classified staff working in EI/ECSE programs are under the direction of the specialist
4. Provide input to Director regarding staff evaluation
5. Develop budget with Director
6. Coordinate and conduct child evaluations and eligibility determination
7. Provide training and staff development
8. Participate in legally mandated meetings
9. Responsible for student records management
10. Provide consultation and/or training to other preschool staff and families regarding the services and the needs of children with disabilities
11. Perform related functions essential to the operation of the EI/ECSE programs
12. Adhere to the policies of the District and procedures of the Department
13. Communicate clearly and appropriately in speech and in writing in accord with educational standards
14. Coordinate intake, assessment, eligibility and program in EI/ECSE programs
15. Train new staff and retrain experienced staff in performing their duties in an effective and efficient manner
16. Ensure equal program quality at all sites
17. Advise the director/supervisor with respect to program quality, staff performance, and all matter related to EI/ECSE
18. Collaborate with representatives of other agencies in providing a broad spectrum of services to eligible children and their families
19. Communicate with school personnel, parents other agency personnel and ESD staff regarding the coordination of early intervention and early childhood special education services
20. When requested by supervisor, represent COEI/ECSE at State workgroup meetings
21. May be required to bill for Medicaid reimbursement dependent upon licensure and specific services provided within the scope of the position
22. Communicate appropriately and regularly through use of email
23. Respect and maintain confidential information in all situations
24. Fulfill other related duties as assigned

**Terms of Employment** A contract renewable annually by the Board of Directors, under the terms and conditions of the statutes and administrative rules of the State of Oregon, conditioned upon successful evaluations and the employee's maintenance of current, valid teaching credential. Salary and benefits are established by policy and collective bargaining agreement.

**Evaluation** Executive Director EI/ECSE or designee