West Central Education District

Job Title: Early Childhood Special Education (ECSE) Teacher- Long Term Substitute from October 27, 2026-January 27, 2027.

Location: West Central Education District-providing B-3 Part C ECSE service to 1 or more member district (Paynesville, Albany, Sauk Centre, and Melrose)

Reports To: WCED Special Education Supervisor

Position Overview: WCED is seeking a full time Early Childhood Special Education (ECSE) teacher. The ECSE teacher provides direct services to early childhood special education students.

Essential Functions:

- Plans and implements educational services;
- Conducts appropriate interventions and assists parent's in-home facilitation;
- Provides comprehensive developmental evaluation and/or screening for children referred for services;
- Communicates with district administrative staff and other district staff as appropriate about students served, progress and emerging issues;
- Communicated with outside agencies and collaborative services for children, as appropriate and on an individual basis;
- Facilitates a transition plan to preschool when child is ready;
- Conducts and maintains appropriate due process documentation related to screening, evaluations, and services for young children with disabilities;
- Adheres to all due process procedures and compliance requirements;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles and practices of an Early Childhood Special Education Teacher;
- Thorough knowledge of due process procedures unique to the Birth to 3 years old population (Part C) ;
- Thorough knowledge of best practices for children with disabilities, ages Birth to 7 years;
- General knowledge of special education practices and procedures;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE:

Bachelor's Degree

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LICENSES, CERTIFICATES, & REGISTRATIONS:
Licensed as an ECSE teacher by PELSB; other valid teaching licenses may be considered
Valid Driver's License

Working Conditions:

- Services are delivered in homes, childcare settings, and other community locations.
- Frequent travel across the service area is required; must be able to drive.
- Work may involve exposure to pets, allergens, or varying home conditions.
- Requires flexibility in scheduling to accommodate family needs.
- Light physical demands including lifting and positioning young children.
- Requires vocal and auditory communication, visual acuity for assessment and observation.

TO APPLY:
Email the completed job application, letter of interest, resume, and 2 letters of reference to Erin Hoffman, Executive Director at ehoffman@wced6026.org.