



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

**NOTICE OF EMPLOYMENT**

**POSITION:** EARLY CHILDHOOD SPECIAL EDUCATION TEACHER, Early Intervention Program

**EMPLOYER:** Eastern Shoshone Tribe:

**SALARY:** Per Pay Scale

**OPENING DATE:** April 25, 2016

**CLOSING DATE:** Open Until Filled

**CREDENTIALS:** Wyoming Teaching Certificate and Early Childhood Special Education or Special Education Endorsement.

**PERFORMANCE RESPONSIBILITIES:** Know and follow the state rules and regulations for Division of Developmental and State Department of Education regarding developmentally delayed or disabled children birth to six years of age. Comply with state and federal regulations as prescribed by P.L. 105-17.

- A. Coordinate and provide Special education and related services to children ages birth to five years of age in preschool, daycare, and home-based settings individually or as a group of students.
- B. Work with other staff and agencies in Child Find Screenings.
- C. Secure parent/guardian permission to assess and conduct screenings and evaluations of students as determined necessary by developmental screenings.
- D. Provide a written report of assessment results to the Multidisciplinary Team (MDAT).
- E. Participate in Multidisciplinary Team/Eligibility Determination meetings.
- F. Participate in Child Staffing meetings (Black Book), Individual Education Plan (IEP), Individual Family Service Plan (IFSP) and Transition Meetings.
- G. Assume the responsibilities of case manager for designated students. As case manager the employee will:
  1. Maintain and update each child's case records-paper file and computer date file.
  2. Notify parent/guardian of upcoming assessments and meetings.
  3. Conduct Eligibility Determination and IEP meetings for each child where appropriate.
  4. Coordinate services with other agencies involved in child's program, such as PHN, Tribal Social Service, local school districts, Head Start, other preschool settings, HIS, etc.
  5. Provide written documentation of parent/staff meeting.
  6. Upon written parental consent, provide other agencies with confidential information from child's case records.
  7. Help facilitate a smooth transition when a child is exited or transferred to an Individual Education Plan (IEP).
- H. Create, enter, and maintain all data on children within the online system as required by the State in a timely and accurate manner, including Child Outcome Summary Forms and Goals/Objectives.
- I. Provide parents with ongoing information regarding each child's current status and IFSP/IEP progress.
- J. Travel as required to meet scheduled assignments, conferences, meetings, and etc.
- K. Adopt/adapt a data collection system for IFSP/IEP objectives for each child.
- L. Provide in-service for other staff and interested professionals.
- M. Coordinate and advise parents, teachers, paraprofessionals, and classroom assistants in specific skills, techniques, equipment, materials useful in the education of children with delays enrolled in daycare or preschool. Providing written materials and/or guidelines as needed or appropriate.
- N. Participate in regular scheduled staff meetings.
- O. Meet regularly with and keep Director apprised of significant events and developments in the Program, staff and personnel, interagency and community issues and affairs.
- P. Implement classroom teaching techniques/adapted techniques with children in classrooms.
- Q. Other duties as assigned by the Director.

**TO APPLY:** Please submit a resume, Shoshone Tribal Employment Application and credentials (certification) to the Eastern Shoshone Human Resource Office, P.O. Box 538 Fort Washakie, WY 82514 by the close of business or call 307-332-2005 for more information. Indian Preference applies.