

## **CBM India Trust**

### **Position Profile**

CBM India Trust is committed to improving the quality of life of persons with disabilities and members of other marginalized communities. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

#### **Position: Special Educator**

**Location: Sundarbans Delta Region, South 24 Parganas District, West Bengal**

**Reporting to: Project Officer / Project Coordinator**

#### **Position Objective:**

To support children with developmental delays and disabilities through comprehensive assessment, individualized intervention planning, and evidence-based practices. The role requires extensive experience in assessing developmental needs, designing individualized educational plans, and implementing tailored strategies to promote learning, development, and participation. It involves working closely with caregivers, educators, and multidisciplinary teams to deliver family-centred services, monitor progress, and foster inclusive environments across home, school, and community settings.

#### **Responsibilities:**

- Conduct assessments of children with disabilities to identify their developmental, educational, and learning needs.
- Design and implement individualized intervention programmes to address the needs of children with developmental delays and/or disabilities, as identified through the Individualized Family Service Plan (IFSP) and/or Individualized Education Program (IEP) process.
- Develop, implement, and review Individualized Education Programs (IEPs).
- Adapt teaching methods, learning materials, and educational activities to meet the individual needs of children with disabilities.
- Monitor, evaluate, and document children's progress towards developmental and educational goals.
- Observe children's behavioural patterns and implement or recommend appropriate interventions, where required.
- Support children in transitioning to the next grade level or educational setting.
- Engage and guide parents/caregivers on their child's progress, developmental needs, and potential challenges.

- Provide mentoring, guidance, and capacity-building support to professionals working with children with disabilities.
- Collaborate with multidisciplinary team members, including speech therapists, occupational therapists, physiotherapists, and community workers, to develop holistic intervention plans.
- Provide early intervention and family-centred services for children from birth to age three, including developmental evaluations, child and family assessments, and individualized support.
- Maintain comprehensive documentation, including initial assessments, IFSPs/IEPs, progress reports, session records, and Monthly Monitoring Reports (MMRs).
- Conduct awareness programmes, training sessions, and community engagement activities to promote inclusion and disability awareness.
- Ensure timely, accurate, and complete reporting of programme data and documentation.

### **Educational and Professional Profile**

- Diploma or Bachelor's degree in Special Education with specialization in Intellectual Disability, Autism Spectrum Disorder, Hearing Impairment, Visual Impairment, or Multiple Disabilities (D.Ed./B.Ed. in ID, ASD, HI, VI, or MD) from a recognized institution, with a minimum of two years of relevant experience.
- Must possess a valid registration with the Rehabilitation Council of India (RCI).

### **Skills**

- Patience and empathy in working with children
- Emotional resilience
- Strong listening and observation skills
- Effective communication skills with children, caregivers, and multidisciplinary teams
- Cultural sensitivity, particularly in rural and low-resource settings
- Proficiency in Bengali and/or Hindi; basic English language skills preferred
- Ability to work collaboratively with multidisciplinary teams and staff at all levels
- Willingness to travel to community-based service locations
- Flexibility and adaptability in responding to work demands
- Good knowledge of current special education practices, approaches, and methodologies
- Ability to develop, implement, and monitor Individualized Education Programs (IEPs)
- Strong organizational and time-management skills

### **Other requirements**

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

**CBM India encourages persons with disabilities and women to explore this important**



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