



## • Tips and Tools for the Early Childhood Special Educator (EEE) •

**Presenter: Judith Masson**

A day in the life of an Early Childhood Special Educator (EEE) is always busy! Each is chock-full of teaching, meetings and paperwork responsibilities. Managing it all (and still finding time for lunch) can sometimes feel like a daunting task! This becomes even more complex for those working in multiple settings and teams.

This workshop will focus on sharpening your skills & adding to your toolbox as we walk through the special education process. It will offer organizational tools & strategies related to each step so as to maximize your time and energy. We will discuss the daily operations and responsibilities of being a preschool case manager/service provider and brainstorm cost-effective, time-smart approaches. A **“make & take”** session will also be included for creating materials that you can start using your next day at work.

During this workshop we will focus on:

- Supports to guide you through the Early Childhood Special Education evaluation, placement and IEP processes
- Strategies for being most effective with lesson planning time & data collection
- Logistics of case management responsibilities such as facilitating meetings, reporting progress, planning transitions, communicating with families, etc.
- Tools to assist your role of supporting & consulting with paraprofessionals

Judith has been an Essential Early Educator (EEE) in the Northeast Kingdom for many years. She has a Bachelor's Degree in Early Childhood Special Education as well as a Master's Degree in Early Childhood Education. In 2010, she completed a fellowship program through Vermont Interdisciplinary Leadership for Educating Health Professionals (ILEHP), focusing on autism spectrum disorders.

**Dates:** March 28, 2016

**Place:** Capitol Plaza,  
Montpelier, VT

**Cost:** \$175 (lunch included)

**Time:** 8:30-3:30



Learn more and register at: <http://www.vthec.org>