**Early Intervention Specialist  
Job Description**

**Reports to:** Early Intervention Coordinator or Early Intervention Coordination/Developmental Specialist  
**Supervises:** N/A

**Qualifications:**

* Bachelor’s Degree or above from accredited college or university in early intervention, early childhood special education, early childhood education, child development, special education, family studies, or related field of study (ex. Social work, Psychology, etc.) with one year of full-time or full-time equivalent experience working directly with preschool children with disabilities and their families or a university supervised, college-supervised student practicum, or teaching experience with young children with disabilities and their families.
* Bachelor’s Degree or above from accredited college or university which includes 15 credit hours in early intervention, early childhood special education, early childhood education, child development, special education, family studies, or related field of study (ex. Social Work, Psychology, etc.) with one year of full-time or full-time equivalent experience working directly with preschool children with disabilities and their families; and demonstrated knowledge, understanding and skills needed to perform the functions specified in the responsibilities sections below.

**Job Description:** Design learning environments and activities that promote the acquisitions of skills by infants or toddlers with disabilities in a variety of developmental areas, including cognitive processes and social interaction. Provide families with information, skills, and support related to enhancing the skill development of infants or toddlers with disabilities. Working with families of infants or toddlers with disabilities to enhance the infants’ or toddlers’ development. Collaborating with a team of providers, administrators, and health professionals in weekly meetings.

**Classification:** Hourly, non-exempt or exempt – dependent upon wage

**Salary Range:** Pay Grade 10

**General Requirements:**

* Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire.
* Recognizing and Reporting Child Abuse training completed within 90 days of hire and renewed according to policies.
* Physical examination and Tuberculosis test prior to hire
* Maintain up to date Pediatric First Aid and CPR certification as required
* Job-related training, as assigned
* Certifications (desired):
  + Teacher of Special Education
  + Teacher of Early Childhood
  + Teacher of the Visually Impaired, Mentally and/or Physically Handicapped, Hearing Impaired and Speech and Language Impaired
  + PA Department of Education
* Valid Pennsylvania Driver’s License
* Proof of valid automobile insurance on personal vehicle
* Physical ability to perform essential job functions without any health restrictions, including the ability to sit or stand for long periods of time; lift, and carry up to fifty pounds, have unrestricted use of the upper body; corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice; and other abilities necessary to ensure child safety in the facility and in the community, such as, but not limited to the following:
  + Ability to bend, squat, reach, kneel, and climb stairs
  + Ability to move from a sitting to standing position quickly, safely, and without difficulty
  + Ability to chase an eloping child
  + Ability to join the children’s active play including jumping and running, indoors and outdoors

**Required Knowledge, Skills and Abilities:**

* Knowledge of the following:
  + CACFP (Child and Adult Care Food Program) regulations
  + DHS (Department of Human Services) regulations
  + DCDC Policies and Procedures: Personnel Policies and Employee Handbook
  + DCDC’s EI Program Philosophy
* Skill in the following:
  + Communication including reading, speaking, writing and listening
  + Building and maintain positive relationships with staff, community stakeholders, families, and children
* Ability to perform the following:
  + Read, calculate, measure, and compile information as necessary for budgets and reports
  + Explain regulations and directives to subordinates
  + Problem solve
  + Computer experience
  + Work independently of day-to-day supervision
  + Work as part of a team
  + Report directly to ChildLine, any suspected abuse, and alert DCDC administrative staff of the situation
  + Assist in Fire Drill procedures to aid in evacuation

**General Job Responsibilities:**

* Communicate regularly with staff
* Work as a member of a team
* Prompt and regular attendance to assigned area.
* Carry out additional duties as assigned by the EI Coordinator or Executive Director for the efficient quality operation of the program.
* Always be a positive role model for staff of childcare facilities
* Maintain cleanliness of toys, equipment and supplies. Keep all in good repair.
* Attend appropriate in-services, trainings, meetings and conferences.

**Specific Job Responsibilities:**

*Early Intervention:*

* Complete all necessary paperwork, online information, etc. as needed for each child receiving services following timelines set by EI Coordinator.
* Attend necessary meetings as scheduled to staff, review, and consult on children with a team and strengths based approach.
* Recommend therapies as needed in accordance with developmental levels.
* Consult and co-treat with therapists on a consistent basis.
* Participate and prepare any needed material for IFSP’s, quarterly reviews, and any other family meetings.
* Promote and educate families and childcare professionals on inclusionary practices while modeling and practicing the same.
* Keeping in mind the individual development of each child, work toward social, nutritional, physical, emotional, language and cognitive goals appropriate to each child’s individual needs.
* Conduct developmentally appropriate activities according to goals addressed in IFSP as well as overall development.
* Actively engage in home visits and promote parent involvement.
* Maintain open and frequent communication with parents and EI Coordinator and team members.
* Review IFSP’s as needed and make necessary adjustments to service frequency and progress monitoring.
* Conduct development evaluations.
* Maintain records or reports that are necessary for the children of the program. This includes, but is not limited to: session notes, contact logs, quarterly analysis, assessments/evaluations, screenings, etc. Give reports to the appropriate person for filing.
* Attend center sponsored meetings, trainings, and/or events as required by the Early Intervention Coordinator or Executive Director.

**Working Conditions:**

Working conditions are typical for an early childhood program and may require occasional weekend and/or evening work.

**Acknowledgement:**

This job description is intended to describe the nature and level of work for individuals employed in the capacity of “Early Intervention Specialist.” It is not an exhaustive list of all responsibilities and duties. Your signature below will serve to acknowledge receipt of the job description and an understanding of the requirements of the position.

**Candidate’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Revised 6/14 dd

Revised 10/17 dv

Revised 9/20 dv

Revised 2.24 db