**Early Intervention Team Lead/Early Intervention Specialist  
Job Description**

**Reports to:** Executive Director  
**Supervises:** Early Intervention Specialist and Therapists

**Qualifications:**

* Bachelor’s degree or above from accredited college or university in Sociology, Education (early childhood, special education, child development), Human Services, or related field 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.
* Computer knowledge and related office equipment

**Job Description:** Manage special education services for children in conjunction with referral and social service agencies, work closely with families, teachers, and therapists to assist in implementation of all IFSP/IEP goals and provision of a network of seamless services, as well as act as an advocate for children and families. **:** 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 14 or above

**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.
* Attend appropriate in-service trainings
* Act as a Black Bear/Red Bear/Green Bear response person, supporting the program and the classroom teachers
* Participate in evacuation of center, do a sweep of the building with another administration member
* Attend program meetings as scheduled
* Maintain an accurate contact log of telephone calls, mailings and conversations
* Carry out additional duties as assigned by the Executive Director for the efficient quality operation of the program.
* Attend and make use of 24 hours of appropriate training as required annually by PA Early Intervention regulations
* Complete CAR for infants and toddlers
* Complete GOLD reports for preschoolers
* Host monthly play groups at Bloom Rd in conjunction with Bloom Rd Site Supervisor

**Specific Job Responsibilities:**

*Early Intervention Team Lead:*

* Coordinate enrollments for the Early Intervention Department for center based, community based and home based students serviced by DCDC through the CMSU, Northumberland County and CSIU
* Obtain proper releases for DCDC to obtain and exchange information between outside agencies and with medical personnel
* Provide Individual Education Plans (IEPs) and Individual Family Service Plan (IFSP) to classroom for Early Intervention students enrolled in DCDC’s center based program
* Enter IEP and IFSP data onto Early Intervention database. Enter child and family data into EI Kids Excel.
* Assign referrals to therapists through person to person contact, email or phone contact and written form documentation.
* Serve as a contact and support person for Early Intervention families to DCDC
  + Home visit and/or phone contact
  + Provide information on social services available to families in their community
  + Contact person for question or concerns about program services
* Generate Board, Fiscal, and Management reports of Early Intervention program
* Approve Therapists’ and Early Intervention Teachers’ timesheets and service invoices
* As needed, act as Early Intervention Special Instructor to support program enrollment
* Responsible for initiating hiring process of new Early Intervention Staff as needed
* Ensure and document that Early Intervention staff receive required training hours
* Responding and completing of any monitoring review corrective action plans through CMSU or Northumberland EI
* Ensure EI procedure manual is up to date
* Submit annual work plan to Executive Director
* Coordinate referrals for Early Intervention services through CMSU and Northumberland counties
* Enter IFSP data into Early Intervention Database on EI Kids Excel
* Obtain proper releases for DCDC to obtain and exchange information between outside agencies
* Provide Individual Family Service Plan (IFSP) to classrooms for Early Intervention children enrolled in DCDC childcare
* Provide appropriate information from files that is requested by outside agencies with appropriate releases
* Assist EI staff in completing Eco/Ounce form and Entry/Exit and submit forms to CMSU/Northumberland counties in a timely manner
* Serve as a contact and support person for Early Intervention families and staff
* Serve as a resource on early intervention services to DCDC families and staff
* Facilitate Early Intervention Team meeting, monthly
* Participate in State and Local Interagency Coordinating Council meetings as available
* Generate reports on Early Intervention Program as requested
* Conduct annual evaluations for Early Intervention staff and therapists
* Responsible for hiring and orientation process of new Early Intervention staff, as needed
* Generate written board report as per yearly Board Meeting schedule
* Ensure and document that Early Intervention staff receive required training hours, health assessments and clearances
* Assist in Early Intervention marketing, public relations, and community outreach
* Represent DCDC Early Intervention program in the community
* Attend EIPA and EIPA Infant Mental Health Group, CLT meeting with counties, Columbia Coalition meetings, Rapid Response/LICC, and SCC4 Kids meetings

*Early Intervention Team Lead, Social Services:*

* Support childcare program based on concerns of teachers/parents
  + Possibly administer behavioral checklists
  + Attend/schedule meeting with staff and/or parents
* Monitor children’s services provided at DCDC by outside support service agencies
* Act as a point of contact for support services, personnel, and agencies
* Ensure support service personnel is aware of relevant DCDC policies

*Early Intervention Specialist:*

* 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 Team Lead/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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BOARD APPROVED 10/21/99

Revised 6/14 dd

Revised 10/17 dv

Revised 9/20 dv

Revised 12.24 db