

JOB DESCRIPTION

TITLE: Early Interventionist

QUALIFICATIONS: The applicant shall possess a masters degree in special education and certification as an Early Interventionist.

JOB GOAL: To enable preschool children/infants to derive the fullest possible experience from services by coordinating a full range of needed services; providing home based and/or consultative services for those students in need of such services, and participating in the screening process of those students suspected of being eligible for preschool services. Overseeing and coordinating transition services.

SPECIFIC RESPONSIBILITIES:

1. Encourage the probability of early identification of children with disabilities ages 0-2 years.
2. Act as the Officially Designated Representative (ODR) in the development of Individual Education Plans (IEPs) for developmentally delayed preschool students.
3. Seek out, identify, and locate every child between birth and 5 years of age within Richland Parish suspected of having a disability.
4. Ensure the multidisciplinary evaluation and services are complete and implemented within time lines.
5. Act as a consultant to personnel in day care centers and private schools in which developmental delayed preschool students are enrolled when the IEP indicated the need for consultative services.
6. Coordinate child search/net activities with school, home, and service agencies involved in providing services to children, including public agencies, public and private service providers, public and private medical communities, parent organizations, boards, and committees.
7. Keep accurate and up-to-date records as established by local policy and complete required reports within required timelines. Coordinate with the Family Service Coordination agency to ensure the development of the initial individual Family Service Plan is completed accurately and within the 45 day time limit.
8. Research and select programs/curriculum materials and equipment to meet the individual needs of developmental-delayed preschool children and infants receiving services system-wide.
9. Provide regular inservice training to preschool/infant staff relating to teaching strategies, curriculum, IEP development, implementation, IFSP implementation, and ESYP requirements.
10. Maintain a record of referral sources to determine the extent that primary referral source, particularly hospitals, physicians, and health unit, disseminate information on early intervention services to parents.
11. Keep abreast of new developments in the areas of diagnosis, assessment, and treatment as it related to infant and preschool evaluation and services.

12. Development and distribute media/publicity relative to Child Search and participate in Child Search Month activities for children with disabilities age 0-5 years.
13. Maintain a positive attitude through appearance and demeanor.
14. Ensure appropriate tracking procedures for children age 0-2 years who are determined not eligible for early intervention services which includes enrollment in a progressive screening schedule and quarterly monitoring to assure referral for evaluation at any point in which the child may be considered eligible for early intervention services.
15. Participate in follow-up and transition activities involving children with disabilities age 0-2 and 2-5.
16. Communicate effectively in oral and written language.
17. Prepare a professional growth plan and submit a self-evaluation report for the evaluation period.
18. Participate in the development of interagency agreements for screening, referral, and identification of children with disabilities age 0-5 years.
19. Perform all other duties as assigned by appropriate authority.

Employee's Signature

Date