

AMADOR COUNTY OFFICE OF EDUCATION
SPECIAL EDUCATION – INFANT SPECIALIST

DEFINITION:

Under the direction of the Executive Director of Special Education or designee, is responsible for developing and implementing Individualized Family Service Plans (IFSP); modeling appropriate instruction; completing assessments and making recommendations; working closely with agencies and staff to recommend continuance of services as part of the transition process and determining future services; providing consultation to staff including reviewing reports and assessments to determine appropriate services; and promoting positive, collaborative relationships with agencies.

ESSENTIAL JOB TASKS:

1. Adheres to safe work practices for the purpose of conducting early intervention services.
2. Assesses/evaluates in collaboration with Valley Mountain Regional Center (VMRC) to present infant/toddler developmental levels in critical domain areas for the purpose of IFSP development and on-going planning.
3. Collaborates with agencies and school district personnel and families for the purpose of transition planning and necessary placement.
4. Coordinates appropriate services and providers for the purpose of IFSP planning.
5. Determines/follows developmental progress and eligibility of infants/toddlers assigned to the caseload for the purpose of recommending services (IFSP & IEP) and transitional programs.
6. Develops/implements the IFSP services for the purpose of providing an early intervention program.
7. Functions as a positive team member for the purpose of determining quality early intervention services.
8. Keeps current with early intervention strategies and techniques for the purpose of offering professional, best practices procedures and recommendations.
9. Maintains productive daily schedule for the purpose of completing meetings, documentation, reports and other documents as needed.
10. Prepares/writes data, instructional plans, reports and documents for the purpose of planning and implementation of the IFSP and transition process.
11. Provides instruction in the natural environment for the purpose of carrying out the IFSP.
12. Attendance at Mountain Collaborative, RISC 9, Early Start Symposium, and Early Start Case Management Meetings.
13. Receives infant/toddler referrals with background information for the purpose of determining appropriate early intervention (E.I.) services.
14. Oversees the daily/monthly record keeping, assessment reports.

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15. Solves complex issues regarding infant/toddlers assigned to the caseload for the purpose of providing effective program services.
16. Maintains positive working relationships and communication with ACOE and district staff.
17. Supplements the vision, mission, policies, administrative regulations and practices of the County Superintendent of Schools and the County Board of Education.

KNOWLEDGE of:

- ✓ Special needs students with an emphasis on solely low-incidence needs .
- ✓ Various disabilities and early intervention eligibility criteria.
- ✓ Techniques and strategies to help children meet developmental milestones.
- ✓ Child development and critical developmental domain areas.
- ✓ IEP and IFSP processes.
- ✓ Methods and techniques in early intervention models best practices 0-3.

SKILLS/ABILITIES:

- Assess and evaluate infant/toddlers.
- Problem solve in complex situations.
- Develop and implement IFSPs.
- Work with students and families with special needs.
- Work independently with minimal supervision.
- Teach children birth to 3 years individually and/or in small groups.
- Represent program in professional manner.
- Communicate effectively verbally, and in writing.
- Work as a collaborative team member.
- Maintain relationships with schools and districts.

EDUCATION AND EXPERIENCE:

- Early Childhood Special Education Credential/or Authorization
- CLAD/or BCLAD Authorization
- Job related experience within specialized field is required.
- Experience in Early Childhood Special Education (ECSE) setting or Special Education experience.

LICENSE: California Drivers License Required

REQUIREMENTS:

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Board Approved: May 14, 2014

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TB Clearance
Department of Justice Fingerprint Clearance

PHYSICAL DEMANDS :

Employees in this position must have the ability to:

- Sit for extended periods of time
- Stand, walk, and bend over; reach overhead; grasp, push, pull and move objects not exceeding 25 pounds; lift and/or carry up to 25 pounds to waist height; some climbing and balancing; significant stooping, kneeling, crouching and/or-crawling; and significant fine finger dexterity.

SALARY:

Appropriate placement on the Special Educators of Amador County/CTA/NEA based on education and experience. Work Year Calendar: 200 days.