



EARLY CHILDHOOD EDUCATOR - INTERVENTIONIST (ECE-I) JOB DESCRIPTION

General Responsibilities:

Provide special education and/or early intervention services through development and implementation of IEP/IFSPs for children ages birth through five years old.

Immediate Supervisor:

Director of Therapy

Minimum Educational/Certification Qualifications:

B.A., B.S. degree from an accredited college in Special Education, Early Childhood Education, Elementary Education or a related field. Must have or be able to obtain an Early Childhood Special Education Endorsement within five years of hire date in order to retain employment, and must have or be able to obtain a PTSB certification from Wyoming within 12 months of hire.

Essential Duties:

(The following functions will be carried out under mentorship of an Early Childhood Special Educator)

- Gain knowledge and adhere to the Rules and Regulations Governing Services to Children with Disabilities according to the Individuals with Disabilities Education Act (IDEA) and Federal and State laws concerning education requirements for disabled individuals.
- Provide special education services individually or in a group for children with documented delays and/or disorders.
- Provide early intervention services in a preschool environment for Part B children (3-5) and a child's natural environment for Part C children (birth – 2).
- Attend IEP/IFSP meetings and assist in appropriate plan development.
- Develop functional goals/objectives and/or outcomes/benchmarks based on a child's individual needs.
- Select appropriate treatment, interventions and activities to promote attainment of short-term and long-term goals and objectives and a child's outcomes and benchmarks dependent upon the needs of each child.
- Meet time lines for required program documentation including but not limited to: case note documentation, assessment reports, as well as, any required reports related to the job, child's goals, progress notes, etc.
- Report progress and current status to appropriate parties, which may include family members, regular education teachers, other agencies and/or medical professionals.
- Administer informal and formal assessments for children ages birth through five years old.
- Provide and effectively implement developmentally appropriate activities and lessons, accommodations/modifications, and behavior management techniques for the purpose of monitoring, instructing, and assisting children in achieving their IFSP/IEP goals.
- Effectively communicate (verbally and/or in writing) with parents/caregivers about a child's progress and provide intervention strategies for the parents/caregivers to carry out during the week/month.
- Offer home programs to children and families as a "last resort" for early intervention strategies when the child is unable to attend scheduled home/therapy visits.
- Provide Supervision for assigned practicum/job shadow students, as needed.

Essential Duties (cont.):

- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Promote the safety of all enrolled children and families participating in the Child Development Center programs.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

Skills Required:

- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Must be reliable, organized and detail oriented to maintain an effective and efficient schedule.
- Must have strong oral and written communication skills in order to interact effectively with a wide variety of people.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must possess extensive computer experience and ability.
- Must respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Work efficiently as part of a multidisciplinary team.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air-conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the Early Childhood Interventionist. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line