



POSITION DESCRIPTION

Position Title: Early Interventionist - Special Education Teacher Exempt/Salary

Supervisor: Director

POSITION SUMMARY

The Early Interventionist - Special Education Teacher actively participates in evidence-based practice through relationship-based intervention. This position must meet the purposes of early intervention as written in federal and state law: to enhance the development of infants and toddlers with disabilities and delays; and to enhance the capacity of families to meet the special needs of their infant and toddler with disabilities and delays. Their training, knowledge, and facilitation will enhance the capacity of program staff to work effectively within natural environments, primary coach approach to teaming, and in her interactions with families and co-workers. The Early Interventionist always agrees to conduct themselves as a professional.

EARLY INTERVENTION & ENHANCE DEVELOPMENT

- Maintain family and program confidentiality and professional boundaries during and outside of work hours
- Function within a primary coach teaming style to provide services to infants and families, maintaining a caseload of children as determined by program needs and FTE
- Conduct evaluations and assessments, addressing five developmental areas
- In collaboration with the rest of the team, develop Individualized Family Service Plan with outcomes and learning opportunities
- Develop and maintain rapport with parents and children and other caregivers assigned to caseload, using a coaching interaction style.
- Work collaboratively with other members of the team as well as physicians, school districts and community agencies on behalf of the children and families on caseload.
- Maintain appropriate case notes and other documentation as required.
- Act as a mandated abuse reporter.
- Present developmental information to community groups as requested by supervisor.

OTHER

- Coordinate own weekly schedule for conducting home, community visits and joint visits.
- Actively participate in regularly scheduled staff meetings and trainings, provide input and present in-service trainings as assigned.
- Complete monthly responsibilities by the assigned deadline. (Payroll approval, reports to director and county/state, etc.)
- Supportive team player willing to act as a goodwill ambassador for UCP both internally and externally.
- Understands the core values of the agency and actively communicate its mission to stakeholders.
- Other duties as assigned – please note this job description is not designed to be a comprehensive list of all duties and responsibilities. Duties and activities may change at any time with or without notice.

COMPETENCIES

1. Knowledge of the needs of families with children with disabilities or delays
2. Knowledge of the developmental needs of infants and toddlers, including infant mental health
3. Knowledge of reflective practice principles and the ability to facilitate reflective practice principles and opportunities with colleagues
4. Knowledge of primary coach approach to teaming as required by Wisconsin’s Birth to 3 Program
5. Knowledge of and adherence to professional codes of ethics (in accordance with professional licensure and certifications)
6. Ability to communicate with parents, community partners, staff and other professionals
7. Ability to work in a team, adjusting and adapting to changing situations
8. Ability to present oral and written information to parents, staff community partners and other professionals in an effective manner
9. Ability to respect and maintain professional boundaries in all work situations
10. Ability to initiate, organize and prioritize own work, meeting all agency and program deadlines and requirements

REQUIRED/PREFERRED EDUCATION AND EXPERIENCE

1. Special Education Teaching license through the WI Department of Public Instruction. Emphasis in Early Childhood Special Education preferred.
2. Possession of a valid driver license, auto insurance, consistent access to a vehicle.
3. Physical ability to work in the child’s natural environment including the ability to walk for short distances (up to one block), stand on various surfaces, sit on furniture and the floor, lift light objects (less than 5 lbs.), climb stairs (typically no more than one flight), bend, drive a car for up to 45 minutes at a time.
4. Computer literacy (Microsoft Office).
5. Experience working with children under age 3
6. Experience in and knowledge of intervention in natural environments and in a coaching approach

SUPERVISORY RESPONSIBILITIES

None

POSITION TYPE/EXPECTED HOURS OF WORK

This position must be available Monday through Friday between 8:00 am and 5:00 pm, with minimal/occasional weekend and evening hours to assist with public education and program needs.

United Cerebral Palsy of Greater Dane County, Inc. is an Equal Opportunity Employer.

SIGNATURES

This job description has been approved by:

Director _____

HR _____

Employee signature below constitutes understanding of the information listed above.

Employee _____ Date _____