

EARLY INTERVENTION TECHNICIAN

DEFINITION

Under general supervision assists certificated staff and performs a range of responsibilities which may include delivering services to infants/toddlers and their families, assisting in observation and assessment activities, and working as a team member, assisting in planning and implementing services to infants/toddlers. The Early Intervention Technician may be involved in delivery of direct services to infants/toddlers under the systematic supervision of certificated staff in a variety of cultural and educational backgrounds. Assists staff plan parent group meetings and activities, and plans programs for the entire center.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Principal of Walton Special Center. May receive indirect supervision from cluster lead. Exercise no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Serves as a liaison between Walton Development Center, community agencies, medical institutions, and residents of Stockton as directed
- Completes necessary forms to be used in assessing potential infants/toddlers for the program
- Follows up on potential infants/toddlers by calling and/or visiting parents or guardians to discuss the program
- Maintains accurate and complete initial records on development, performance, and history
- Maintains a weekly recorded schedule and other records required by the District
- Acts as a knowledgeable resource to the parent for resources and services available to the infant/toddler
- May attend meetings, in-service workshops and evening meetings, as assigned by Walton Principal
- Provide group services to parents regarding community resources and the program, and maintains records pertaining to such service
- Provide written documentation and reports regarding children's progress in the program
- Assists the certificated staff in planning initial screenings and development of Individual Education Programs
- Work collaboratively with family members to develop strategies to implement the IEP
- Acts as a team member in the cluster and in the program
- Other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles of Child development typical and atypical
- Family dynamics and structure
- Basic assessment tools and techniques used for infant/toddlers
- Development implementations of Individualized Educational Plans
- English usage, punctuation, spelling and grammar, report writing
- Principles of record keeping and management
- Rules, regulations and procedures of program area

Ability to:

- Demonstrate and use knowledge of development to enhance the environment for developing infants/toddlers
- Research and understand handicapping conditions as they apply to infants/toddlers
- Recognize and strengthen family capabilities and establish effective relationships with parents
- Collect and compile data; prepare appropriate reports
- Meet family needs and encourage development of the child by increasing family knowledge of available community resources and services
- Work collaboratively with families and staff to implement IEP
- Identify family concerns and issues and work collaboratively with team members to develop plan for resolution
- Communicate satisfactorily in oral and written form
- Physically able to lift immobilized children, and administer first aid if necessary
- Remain calm under stress and maintain confidentiality

Experience and Education:

Education, training and experience equivalent to the completion of an Associate Arts degree in Early Childhood Education or a related field

If Bilingual Requirement is Included in Advertisement:

Must pass a written and oral bilingual test; communicate orally in the child's primary language; read in the primary language general items and regular school materials prepared in that language; do simple translation and interpretation between English and the primary language.

Certificates Required:

Current First Aid and CPR certificates within the first six months of employment.

Approved 7/11/91
Salary Range 37