

COMMUNITY OPTIONS INC.
Children and Family Services
Early Childhood Education Specialist (ECES)

Purpose: Early Childhood Education Specialist (ECES) provides developmental intervention services to families, infants and toddlers that meets the standards in the Early Intervention Colorado State Plan. Developmental Intervention includes services that address the functional developmental needs of an infant or toddler with a disability, as identified by the family, in the areas including, but not limited to the following:

- Motor Development (use of hands and movement of body)
- Communication Development (understanding and use of gestures, speech and language)
- Cognitive Development (playing, thinking, and exploring)
- Social/Emotional Development (behaviors and in relating to others)
- Adaptive Development (eating, dressing, and toileting)

QUALIFICATIONS:

- Early Childhood Special Education degree and state license as an early childhood educator or equivalent.
- Valid Colorado Driver's License, reliable transportation and a driving record acceptable to COI's insurance company.
- Must have acceptable criminal background check and references.
- Bilingual language and baby signing skills both preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assist in Delivery of Early Intervention Services

- Evaluate developmental levels of child using screening and assessment instruments in order to aid in eligibility decisions.
- Provide constructive information regarding a client through objective observations with the understanding of child development with respect to a child's disability.
- Attend home visits and/or visits with child and family in the natural environment which may include visits in the community such as library, parks, etc. with the goal of implementing the Individual Family Service Plan (IFSP) outcomes and family approved strategies.
- In conjunction with the caregiver, primary provider, and/or other professionals help develop a home program that addresses the outcomes of the IFSP.

Assist in Data Collection/ Reporting

- Complete Family Assessment and/or other assessments required for the development of Global Outcomes for Toddlers and Infants
- Utilizing Best Practice and/or proven scientific methods.
- Maintain client files and provide necessary documentation of home visit notes and data collection to the Service Coordinator in a timely manner.
- Completing and submitting monthly summary of service records on children and other monthly forms required for payroll and expense reimbursement.

Ethical Practice/Professional Practice.

- Comply with policies and procedures relating to child protection, health, safety and confidentiality and data protection, reporting all concerns to your immediate supervisor.

Team Participation

- Attend required staff meetings, Individual Family Service Planning meetings, interagency meetings, in-services and retreats when offered. Contribute to the overall ethos of the team.
- Attend relevant meetings as required.
- Recognize own strengths and areas of expertise and use these to support others.

- Referring parents to the Service Coordinator for additional resources and utilizing the expertise of other team members as necessary.

Working Skills

- Ability to follow directions from professionals such as Physical Therapists and Occupational Therapists.
- Ability to work with children ages birth through two with special needs and their families in a caring, dependable, respectful, and confidential manner.
- Demonstrate basic computer skills utilizing Excel, Word, and PowerPoint.
- Demonstrate punctuality and good attendance as well as a willingness to work flexible hours.
- Ability to function as a contributing member to the team.
- Ability to communicate effectively with team members and families.
- Ability to work with minimal supervision and yet recognize situations where assistance is needed.
- Ability to perform duties and conduct interactions with agency staff, families served, outside agency staff and the public in a manner consistent with Community Options value statements.
- Ability to deal with stress and stressful situations in an effective, productive manner.
- Promotes and maintains appropriate professional and ethical relationships in accordance with policies.
- Maintain knowledge about agency policies and procedures and has a clear understanding of rules and regulations.
- All other related duties as assigned.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: Work as an ECES may be physically demanding. ECES's spend numerous hours standing, sitting and walking and may perform tasks that may be unpleasant.

1. ECES's must guard against back injury because they may need to move around on the floor or other surfaces with the children.
2. ECES's may occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. The employee is frequently required to walk; use hands to handle or feel and reach forward with hands and arms. The employee is often required to sit and stoop, kneel, or crouch.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
5. Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to families and/or children accurately.
6. Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
7. ECES's may be subject to chemicals and infectious diseases. ECES's are trained on and required to follow Universal Precautions.

SUPERVISION: The ECES reports to the Assistant Director/EI Coordinator. The ECES does not provide any staff supervision.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation. Please notify your supervisor if you are requesting reasonable accommodation.

Print Name

Signature

Date