

## **POSITION DESCRIPTION**

**Position Title:** Special Educator/Teacher

**Budget Department:** Developmental Disabilities Department

**Reports to:** Developmental Disabilities Administrator

**FLSA Status:** 12

**Pay Grade Level:** Non-Exempt

**Benefits:** Eligible for all permanent, regular, FT status benefits

**Other:** This is a full-time position.

### **SUMMARY OF POSITION**

This position is responsible for providing diagnostic, consultative, prescriptive and instructional planning with on-going case management to children and families receiving services in the Birth to 3 Program through Wisconsin Department of Health Services (DHS) under Part C of the Individuals with Disabilities Act (IDEA).

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

1. Masters degree in Early Childhood/Special Education or formal preparation equivalent to a graduate program.
2. Six months of relevant prior experience.

Will consider an equivalent combination of education and experience.

### **Preference for:**

1. Experience working within trans-disciplinary teams; experience with young children and families and experience in home visiting.
2. Knowledge of Birth to 3 services and prior participation as a member of the Birth to 3 early intervention team.
3. Knowledge of best Early Childhood Special Education practices.
4. Knowledge of cultural differences and adaptation of planned programming based on such knowledge.

### **CERTIFICATION/PROFESSIONAL LICENSURE**

1. Department of Public Instruction (DPI) License 808 or 809-Early Childhood Special Education.

**If minimum education, experience, certification or licensure is required by program statutes or funding sources, pertinent information must be attached.**

### **OTHER REQUIREMENTS**

1. Must possess a valid Wisconsin driver's license throughout the term of this position as travel is required.
2. Must have access to a dependable personal vehicle.
3. Must have personal automobile insurance with minimum coverage limits of \$100,000/\$300,000
4. Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code DHS 12.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The Special Educator/Teacher, as a member of the Individual Family Service Plan (IFSP) team, shall evaluate children suspected of having developmental delays or disabilities.
2. Provide continuous assessment of a child's development progress and report that progress to the parents, IFSP team, and administrator.
3. Design learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas within the child's natural environment. Natural environments include but are not limited to, homes, day cares, and other community settings that developing children of the same age typically attend.
4. Plan the appropriate curriculum to achieve the outcomes on the child's service plan.
5. Provide families with information, skills and supports to enhance their child's skill development.
6. Work directly with the child to enhance their development.
7. Provide support and consultation to child care providers to enhance their understanding of the child's disability and the impact of the disability on their development.
8. Determine program eligibility through formal and informal screening.
9. Provide advocacy, intervention planning, psychosocial evaluating and counseling to consumers and families as needed.
10. Review and terminate services as needed
11. Participate in Child Development Days and other Child Find activities.

12. Comply with all privacy laws and requirements under HIPAA regulations and policy and procedure and understand the consequence of non-compliance.

13. Follow all safety procedures as required by organization policy and procedure and understand the consequence of non-compliance.

**POSITION SPECIFIC KNOWLEDGE & SKILLS**

1. Develop service plans and either directly provide the services on the plans or coordinate and monitor the services.
2. Collaborate with the IFSP team to develop the IFSP for eligible children.
3. Conduct Support and Service coordinators functions, including at a minimum, monthly face-to-face visits with children and families in their homes or community, secondary contacts including phone contact with the child's family and medical provider, and conduct IFSP's reviews as needed.
4. Provide referral to and coordination of appropriate community support services.
5. Submit billing for provided services.
6. Work in coordination with the Developmental Disabilities Administrator to monitor Birth to 3 Program data reports through Business Objects Web Page.
7. Maintain complete and accurate data reports submitted through the PPS web site.
8. Provide training about child development, developmental disabilities, and inclusion to the community, such as day cares, when requested.
9. Have a flexible schedule with families to meet Individualized Family Service Plan (IFSP) outcomes.
10. Ability to work effectively both independently and in a team environment.
11. Bring issues of concern to Developmental Disabilities Administrator in a timely manner.
12. Report suspected abuse to Child Protective Services and Developmental Disabilities Administrator and complete required documentation.
13. Attend and participate in local and State Birth to 3 Regional and Team Meetings.
14. Provide consultation and training to parents, the service team, and the community in regards to special instruction services.
15. This position has the authority to make decisions that are consistent with policies and precedents.

**CORE KNOWLEDGE AND SKILLS**

1. Ability to effectively communicate orally and in writing.
2. Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers, and community partners in a way that supports the mission of the agency and the clients it serves.
3. Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.
4. Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.
5. Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.
6. Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.
7. Maintain case files for completeness.

**Environmental Conditions, Physical Demands and Tools & Equipment Used in this Position Attached**

**This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned or reassigned to this job at any time.**

**APPROVED:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

This job description has been discussed with me. I understand the responsibility of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Original: 7/6/16

Reviewed/Revised: