

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## Instructional Specialist-Infant/Early Childhood

**REPORTS TO:** Executive Director Principal, or designee

**SUPERVISES:** No supervisory responsibilities.

### **DEFINITION:**

Schedule, conduct, and coordinate home visits for children ages birth-through-3 and parents/families to deliver early intervention services and provide resources and referrals. Under the supervision of certificated staff or occupational therapists plan and prepare home visit content. Work directly with children who qualify for the Early Start Program. Collect data on infant progress. Travel, using personal vehicle or SLOCOE car, to home and school sites within San Luis Obispo County.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.
3. One year experience working with infants and/or young children.
4. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
6. Valid California driver's license.

### **KNOWLEDGE AND ABILITY:**

1. Basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an education setting.
2. Knowledge of atypical child development.
3. Working knowledge of teaching and instructional methods.
4. Requires sufficient human relation skills to work productively and cooperatively with infants and parents in formal and informal settings, to exercise patience when conveying information and demonstrate sensitivity to the needs of families and colleagues.
5. Ability to implement instructional goals and activities.
6. Ability to assess the developmental level and needs of individual parents and infants and develop programs to meet those needs.
7. Ability to learn, apply, and interpret techniques from a research-based program to enhance education performance of students enrolled in the COE infant program.
8. Ability to interact with parents, infants and other specialists in order to carry out assigned duties.
9. Ability to conduct trainings and administer learning exercises.
10. Ability to make presentations to individual and small groups of parents and deliver explanations and demonstrations of selected subject matter.
11. Ability to relate positively to children and families in a way that is non-judgmental, builds confidence, social skills, positive behaviors, and recognizes socioeconomic, developmental, and cultural differences among children.
12. Ability to balance emotional support and discipline and deal with common behavior problems.
13. Knowledge of record-keeping and reporting techniques.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to operate standard office equipment including a computer.
16. Ability to observe health and safety regulations.
17. Ability to maintain records and prepare reports.
18. Ability to drive a car.

19. Ability to maintain regular and reliable attendance.
20. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
21. Ability to establish and maintain positive and effective working relationships with diverse populations.
22. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
23. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
24. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

### **ESSENTIAL FUNCTIONS:**

1. Schedule and conduct home visits for assigned parents and infants from ages 0-3. Utilizing targeted play, work with infant and family members/care providers on a one-on-one basis to assist with identified developmental delays.
2. Perform basic intake interviews with parents. Collect information on infant interests using a basic intake form.
3. Assist the teacher in reinforcing instruction to individual students. Assist teacher with the implementation of Individualized Education Plans (IEPs) Confer with the teacher concerning IEPs, lesson plans, student progress, behavior and materials.
4. Recommend, demonstrate and provide age appropriate activities for children based on assessments.
5. Assist infants and their families with developing social, independent living, communicative, and learning skills.
6. Under direction of a teacher, implement methods derived from research-based programs for parents and infants to enhance home-based environments for learning. Assist in demonstrating to parents and care providers ways in which to encourage infants play and development.
7. Report and confer with families, other agencies, and staff concerning student progress, performance and behavior.
8. Orient parents to available services and act as a resource to introduce referrals and resources to families.
9. Select topics, organize parent meetings, childcare, and other services as needed to facilitate training. Conduct parent meetings to discuss learning and physical mobility tactics and meet and share with other parents.
10. Prepare materials, maintain records, and assist teachers and other staff in preparing reports for families.
11. Coordinate requests for program consultants and assist teachers with compiling information for infants individualized family service plans.
12. Coordinate and collaborate with other staff to assure adequate support is provided for families.
13. Give each family and infant individual attention when scheduled.
14. Prepare materials and assist teachers with student or student/family reports.
15. Wear protective gear (i.e. arm sleeves, closed toe shoes with back straps) as requested by a supervisor in order to support a safe environment.
16. Operate office equipment including a computer and assigned software.
17. Travel, using personal vehicle or SLOCOE car, to homes and school sites within San Luis Obispo County.
18. Attend and participate in staff and team meetings, reflective practice, and workshops and obtain certifications (i.e. Crisis Intervention Training) as required by supervisor.
19. Handle confidential information and materials with complete security.
20. Other duties as required within the scope and skill level of the job classification.

### **ENVIRONMENT:**

Indoor/outdoor work environment.

Work in the homes of an Early Start student.

### **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.

3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.
7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical ability to lift 45 pounds from floor to waist.
12. Physical ability to lift 25 pounds from waist to shoulder.
13. Physical ability to lift 23 pounds from shoulder to overhead.
14. Physical ability to carry 23 pounds.
15. Physical ability to push 48 pounds.
16. Physical ability to pull 75 pounds.

**HAZARDS:**

1. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
2. Potential exposure to verbal abuse and aggressive student behaviors (hitting, biting, scratching, kicking, etc.)
3. Exposure to extreme temperatures.

Grade Allocation: 21
Adopted: 7/23/14
Revised: