

JOB DESCRIPTION

JOB TITLE: *Early Start Instructional Assistant (2632)*

Job Summary:

Under the supervision of the Early Childhood Special Education Teacher, trains parents and caregivers of special needs infants, ages birth to three, in developmental intervention activities. Acts as a paraprofessional liaison between certificated teaching staff, parents, and agencies. Works with complex cases.

Essential Job Functions:

- ▶ Implements the Individual Family Service Plan (IFSP) for the purpose of assisting the infant to reach developmental milestones under the indirect supervision of the teacher.
- ▶ Travels to conduct home visits for the purpose of implementing the Individual Family Service Plan.
- ▶ Gathers assessment information for the infant for the purpose of developing the Individual Family Service Plan.
- ▶ Maintains records for the purpose of documenting information relating to an infant.
- ▶ Organizes materials, programs, schedules for the purpose of implementing the Individual Family Service Plan.
- ▶ Trains parents/caregivers for the purpose of assisting an infant to reach developmental milestones to full potential.
- ▶ Makes recommendations to parents, staff, agencies for the purpose of assisting infants.
- ▶ Refers/assists the family and infant for the purpose of accessing specialized support services.
- ▶ Facilitates group and individual activities for the purpose of assisting the family and infant in support group solution.

Essential Job Requirements - Qualifications:

- ▶ Experience Required: Sufficient to demonstrate competency in the knowledge and skills specified, and to learn those normally acquired on the job. This may be obtained by post secondary study in the area of child development, developmental disabilities, or social or human services; or, two years full time work experience in a public or private agency dealing with children who exhibit developmental delays, physical impairments, and/or who are "at-risk" for normal development may be accepted in lieu of experience.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - various handicapping conditions including developmental disabilities, physical impairments, and "at risk" complications;
 - principles of child development;
 - appropriate effective parenting skills;
 - social services agencies/programs;
 - case management;
 - family focused early intervention services;
 - community educational programs.
- ▶ **Skills to:**
 - implement an individual family service plan;
 - recognize and define problems, collect information, draw conclusions, and formulate recommendations;
 - access community resources to best serve infant and family needs;
 - communicate effectively with individuals of various educational, cultural, and socio-economic backgrounds;
 - work effectively in unsupervised and uncontrolled environments.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Post-secondary study in the areas of child development, developmental disabilities or social or human services desired.

Certificates, Licenses, Clearances, Bonding, and/or Testing Required:

- ▶ Valid California driver's license and proof of auto insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

September 2011

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.