

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Specialized Preschool Teacher-Itinerant – Early Intervention

QUALIFICATIONS:

- A. Bachelor's Degree in Special Education and/or Early Childhood Education or a related area (e.g. psychology, speech language therapy)
- B. Pennsylvania certification in Special Education and/or Early Childhood Education.
- C. Experience in special education and early childhood settings preferred.
- D. Ability to work effectively and cooperatively with administrative, professional, and non-professional staff.
- E. Strong interpersonal, leadership, and communication skills
- F. Valid Pennsylvania drivers license and personal vehicle for travel
- G. Ability to perform the following physical activities: stoop, run, sit, stand, walk, bend, lift children, carry thirty (30) pounds, be outside in all seasons, be inside, prepare food, hear within normal ranges, and see within normal ranges.
- H. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Early Intervention Assistant Program Administrator

POSITION GOAL:

This position will ensure the implementation of the delivery of Early Intervention services through the management of a child caseload by: providing direct services and consultative support to eligible children, supporting children attending Early Care and Education community environments, and/or supporting children in Early Intervention specialized classrooms.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Implement the Individualized Education Plans for all eligible children assigned to the caseload by providing appropriate instruction in IEP content, monitoring individual child progress, adjusting instruction based on progress monitoring information, and referring children as additional needs are identified.
- B. Establish a positive educational environment for children through direct operation of a BCIU specialized classroom or group, and through support to community early care and education settings and home environments.
 - 1. Develop, organize, and implement a curriculum for children with special needs that is appropriate both to the developmental age level and to the individual needs of the child, in a classroom, group, and/or home-based program.
 - 2. Organize the space in the classroom to make the best use of materials and activities available to provide maximum benefit to the children.
 - 3. Inventory, maintain, and request materials and equipment.

4. Establish a reasonable set of limits and rules appropriate to a child's developmental level utilizing positive supports and strategies.
 5. Provide orientation and training of new staff members (paraeducators and substitutes) in classroom operations and needs of the children; coordinate and direct classroom volunteers.
 6. Facilitate regular team meetings to discuss classroom activities, staff roles and responsibilities, child progress, and recommendations for staff follow-up.
 7. Comply with safety standards as per state regulations and BCIU policies and regulations. Respond to classroom emergencies in accordance with these standards, policies, and regulations.
- C. Establish and maintain positive working relationships with parents, teachers, professionals, administration, and community agencies in Berks County.
1. Provide parents of eligible children with relevant information, education, and resources on an ongoing and as needed basis.
 2. Maintain familiarity with, and a working knowledge of, recent developments in parent education.
 3. Develop programs for parents to augment the child's instructional program.
 4. Make home visits to children to increase positive interactions between parents and children and to support parents in implementing goals and specially designed instruction from the Individual Education Plan.
 5. Establish and maintain the communication process between and among all relevant parties as it relates to the services for eligible young children.
- D. Maintain a working knowledge of federal and state regulations.
1. Demonstrate knowledge of federal and state regulations and the relationship of these regulations to providing a free and appropriate public education to eligible young children.
 2. Evaluate children, generate reports, develop educational programs for children and families, and review and re-evaluate according to legal timelines.
 3. Participate in applicable due process procedures.
 4. Maintain appropriate records, such as, attendance, travel vouchers, IEP documents, progress monitoring, data collection, lesson plans, accident forms, etc. to meet the Early Intervention Program's management verification needs in a timely manner.
- E. Demonstrate ongoing professional growth and development in relevant areas.
- F. Perform other job-related duties as required or assigned.

TERMS OF EMPLOYMENT:

As per BCIUEA Collective Bargaining Agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: January 10, 2018

CC: Employee File