

Educational Service Center of Central Ohio
Job Description

**EARLY CHILDHOOD INTERVENTION SPECIALIST
(MILD TO MODERATE)**

Minimum Qualifications:

- Valid Ohio Special Education Teaching Certificate/License to teach children with disabilities and appropriate for the position.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

FLSA Classification: Exempt

Reports To: Director of Student Services and Coordinator of Special Education.

Job Objectives: Using a differentiated curriculum, plan, implement, and evaluate student learning experiences. Help students manage behavior and make appropriate choices. Encourage parental involvement. Comply with state and Federal laws pertaining to the education of students with disabilities.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations. However, the list below is not ranked in order of importance or intended to be all-inclusive.”

- Provide an educational program for students as defined by the student's Individualized Education Plan (IEP).
- Work cooperatively with general education classroom teachers, teaching assistants, and other service providers to modify the curriculum and assist with research-based and evidence-based interventions.
- Utilize appropriate assessment, data collection, and progress monitoring methods to assess academic and social performance and inform instruction and progress.
- Communicate regularly with parents and professional staff regarding students' educational, social, behavioral, personal, and adaptive needs.
- Incorporate instructional, assistive, and other types of technology and uphold the acceptable use policy.
- Seek professional growth and learning opportunities to advance knowledge and skills and to meet Step Up to Quality requirements.
- Comply with Federal and state model policies and procedures for the education of students with disabilities, complete all required reports and record keeping per

timelines and deadlines, maintain confidentiality, and report to child protective services as mandated.

- Comply with the ODEW policies and procedures for Early Learning Licensing.
- Use effective classroom management strategies to create a safe, positive, and engaging learning environment and be responsible for students' care, custody, and supervision.
- Follow prescribed medical plans and/or assist students with personal hygiene care (e.g.: toileting, catheterization, feeding, etc.) as trained by licensed health care professionals.
- Upholds ethical standards and professional responsibilities (e.g., Complies with Governing Board Policy/Administrative Guidelines, district, state, and Federal regulations, maintains satisfactory attendance and punctuality, promotes a favorable image of the Agency, etc.).
- Complies with Federal and state laws, model policies and procedures, rules and regulations for educating students with disabilities. Ensures paperwork is accurate, all timelines and deadlines are met (annual reviews, progress reports, etc.), maintains confidentiality, strictly adheres to HIPPA and FERPA, respects personal privacy, and maintains confidentiality of privileged information.
- Adapts to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, transporting students using Agency vans, etc.
- Completes other duties as assigned by the Superintendent or his/her designee.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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