



Lapeer County Intermediate School District JOB DESCRIPTION

Early Intervention Teacher

Employee Group:	Lapeer Intermediate Special Education Association (LISEA)
FLSA:	Exempt
Department:	Special Education
Supervisor:	Director of Special Education

Qualifications

Education

1. Required: Major or minor in early childhood education or child growth and development
2. Preferred: Master's in Early Childhood

Certification

Required: The candidate must possess a valid Michigan teaching certificate with an endorsement in at least one area of special education and a major or minor in early childhood education or child growth and development or an endorsement with a designation of ZS or ZN.

Work Experience

1. Required: Recent and relevant experience in a comparable capacity (teaching children birth - five years)
2. Preferred: Recent and relevant experience in a comparable capacity (teaching children birth - three with disabilities)

Other

1. Required: Employee must have a valid driver's license and reliable transportation, as work assignments will encompass the entire Intermediate School District.
2. Required: Willingness to complete the Essentials of Early On® with an 80% proficiency on all 5 competency quizzes within 1 year of start date

Knowledge (Preferred)

Has knowledge of:

1. Knowledge and expertise with child development, family-centered services, diagnostic services, early interventions, and coaching practices.
2. Training certifications and/or experience in administering tools such as the ELAP, Brigance, and ASQ
3. Strong foundation and understanding of early childhood development, educates parents, and supports the whole child's development through the general curriculum.
4. IDEA Part C requirements.

Proficiencies

Is proficient in use of:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products

4. Google applications

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills
4. Analytical and problem-solving skills

Abilities

Is able to:

1. Work with a team of professionals to design, implement, and monitor programs/plans for students with moderate to severe disabilities, including Autism Spectrum Disorder (ASD)
2. Prioritize and multi-task
3. Take initiative
4. Maintain student confidentiality at all times
5. Adhere to timelines and meet deadlines
6. Work independently, as well as part of a team
7. Prepare and maintain accurate records and reports
8. Remain composed in stressful and difficult situations
9. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of work duties and responsibilities
10. Work efficiently through the use of current technology and keep up with changes in technology

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful, and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment

Essential Job Duties and Responsibilities

1. Provides services in the family's home and/or daycare, wherever the child spends most of his/her time.
2. Conducts assessments to determine if children are eligible for Early On, MMSE or Part B.
3. Directs instruction to parents by providing meaningful coaching to facilitate the skills necessary to support their child's development.
4. Works as part of a team in a Primary Service Provider Model, in which the team member will be required to work on all aspects of a child's development and utilize other team members for support and

guidance.

5. Produce quality work by being thorough and paying attention to detail
6. Provide necessary support and back-up to co-workers as needed
7. Report for work on-time as scheduled
8. Perform duties and responsibilities in accordance with District policies
9. Perform other related duties and responsibilities as assigned