



EARLY INTERVENTION TEACHER JOB DESCRIPTION

Title: Early Intervention Teacher

Reports To: Director of Early Learning

Position Summary: The Early Intervention Teacher's primary role is to provide educational services for the families and children in the Zumbro Education District Birth-to-Three Early Intervention Program. The position requires a 12 month work schedule (stretch calendar). Work hours for the Early Intervention Teacher require flexibility to meet the needs of the families. The Early Intervention Teacher will flex day(s) and hours as needed with prior approval from the Director of Early Learning.

Responsibilities:

- Participate in multi-disciplinary team evaluations to determine developmental strengths and needs for each child as well as determine eligibility for special education services.
- Prepare Individual Family Service Plans, periodic reviews and progress reports according to due process guidelines.
- Prepare activities/plans to use for coaching the caregivers that are consistent with the family's priorities, Individual Family Service Plan, and routines within the home setting.
- Determine developmentally appropriate materials, assessment tools, and/or adapted equipment for use with infants and toddlers (birth to three), and their families.
- Coach and model to parents and/or care providers the appropriate skills/activities to use in working with their child, focusing on the family's priorities, concerns, and child's needs.
- Serve as a liaison for the family to other appropriate community resources, including physicians, Social Services, Public Health, or other community agencies.
- Keep all matters relating to the child and family confidential.
- Keep accurate records of due process, compliance, home visits, ongoing child assessment, membership hours, Family and Child Outcome Surveys, and ensure that the child's cumulative file is complete and current.

- Act as service coordinator and work cooperatively with special education personnel, families, and other service providers.
- Prepare for a smooth transition for the child leaving the Birth-to-Three Program by helping parents develop a transition plan and informing receiving staff of the child's needs.
- Attend monthly staff meetings, Early Intervention Team meetings, Help Me Grow meetings, and other meetings as determined
- Continue professional growth by attending in-service training in the field of ECSE and related fields.
- Other appropriate duties as assigned by the Director of Early Learning.

Qualifications:

- Valid Minnesota license in Early Childhood Special Education; would consider Speech-Language Pathologists
- Demonstrate ability to organize activities, communicate both verbally and in writing, and to maintain positive professional working relationships with parents and colleagues.
- Ability to transport self among member districts, homes, daycares, and caregiver locations.