

J O B D E S C R I P T I O N

08-04

TITLE OF JOB: Educator Infant Services

OBJECTIVE OF JOB: Implementation of IPP objectives in the classroom & in home visit setting.

• ESSENTIAL FUNCTIONS •

Essential Job Functions may include, but are not limited to the following:

- Read and write English
- Perform developmental assessments using the Michigan Early Intervention Dev. Profile
- Develop individualized program plan for infant/toddler with family participation
- Implement program plan in a classroom and/or home visit setting
- Develop program curriculum with assistance from therapy consultants
- Work as a member of the interdisciplinary team
- Maintain required documentation such as observation notes & attendance
- Provide four progress reports per year for each consumer
- Serve as an advocate for consumer & his/her family
- Screen for and report abuse & neglect situations
- Perform other duties as required

• GENERAL PERFORMANCE EXPECTATIONS •

- Maintain confidentiality of information regarding UCPA consumers & their families
- Adhere to program & agency policies & procedures
- Observe & utilize Universal Precautions
- Communicate recommendations & concerns to Program Coordinator
- Attend mandated agency in-service training
- Attend staff meetings as required by agency and department
- Arrive at work punctually on a consistent basis
- Maintain good attendance
- Treat consumers & families with respect.
- Cooperate & work as a team member in program & agency

• MINIMAL REQUIREMENTS/PERFORMANCE STANDARDS •

- Completion of at least one year experience working with developmentally delayed young children, preferably in age range from birth to three years
- Current CPR/FA certification
- Have reliable automobile & maintain valid CA Drivers License & auto insurance as required by law
- Ability to lift infant & toddlers & ability to work on the floor with children
- Ability to move quickly in order to ensure active toddler safety
- Bilingual: English/Spanish helpful

• EDUCATIONAL REQUIREMENTS •

- Completion of BA/BS degree in Education or other related field

REPORTS TO: Director of Infant Services

WORK HOURS: M-F 40 Hours per Week