

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: EARLY INTERVENTION ASSISTANT**

#### **BASIC FUNCTION:**

Under supervision of an Early Childhood Education (ECE) teacher/ Early Interventionist (EI) and program manager, provide in-home intervention activities and specific parent education for children with communication and social skills delays as identified by Golden Gate Regional Center (GGRC).

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Participate in the development of individualized outcomes and plans as identified in the Individualized Family Support Plan (IFSP), in conjunction with the ECE teacher/EI and other direct care staff.

Implement curriculum and activities for children to promote developmental gains; provides specialized training and instructional materials for parents and caregivers; interact with children during structured play time.

Implements early intervention home activities working individually with children and parents/caregivers; implement desired outcomes using developmentally appropriate practices.

Observe and record child's progress toward desired outcomes; prepare necessary documentation for progress reports.

Confer with teachers, staff, and parents concerning lesson plans, instructional activities and child needs and collaborate with ECE teacher/EI and other care providers to insure success of desired outcomes.

Attend and participate in staff meetings and professional development training.

Travels to student homes to deliver early intervention services.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Typical and atypical child development across all developmental domains.

Developmentally appropriate practices in early childhood education (birth through three years of age).

Research based methodologies found to benefit children with social and communication delays or children who have been diagnosed with Autism, including Applied Behavioral Analysis.

Strategies for interacting with children that will maximize learning and skill development.

Developmentally, culturally and linguistically approved curriculum and assessment.

**October 9, 2013**

**San Mateo County Office of Education**

**ABILITY TO:**

Communicate effectively orally and in writing.

Maintain information and records and prepare documents using standard business software.

Coordinate multiple tasks, and carry out effective work plans.

Promote team building, and to work effectively as part of a team.

Prioritize work assignments and meet schedules and deadlines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Child Development, Special Education, Early Childhood Education, Psychology, Nursing or related field, two years of experience working with children 18 months to three years of age with developmental disabilities, and two years of experience working with the parents/caregivers of children with special needs.

**LICENCESE AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:**

Lift and position children weighing up to 35 lbs.

Sit and stand for extended periods of time

Kneel, crouch, bend and twist to work with children on floors and low tables

See to read a variety of materials and monitor child activities

Hear and speak to exchange information