

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Early Intervention Service Specialist

**Pay Table:** Support

**Pay Grade:** 11

**FLSA Status:**

**Job Code:** 857

**Reports to:**

### **JOB SUMMARY**

The Early Intervention Service Specialist is responsible for coordinating services for children needing early intervention, including visiting children and families, conducting assessments and maintaining data and documentation.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares for and completes visits with children and families.
- Conducts six month and annual reviews and annual evaluations.
- Attends team meetings and inservice.
- Conducts groups at center.
- Schedules and reschedules visits.
- Performs office duties, such as filing, answering phones, emailing, data entry, etc.
- Assists families during community activities.
- Cleans and organizes toys.
- Attends trainings and conference es and presents the information to the program at inservice meetings.
- Reviews and writes new goals with family on a continual basis.
- Observes and makes referrals when needed.
- Drives to and from visits.
- Performs vision and hearing screens and intakes when needed.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in Early Childhood, Family Studies or a similar field.
- Two (2) years of experience related to the above tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to use small office equipment, computers and highly technical computer applications.
- Ability to use or repair medium equipment and machinery.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations.

**PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*