

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EARLY INTERVENTION ASSISTANT

DEFINITION:

Under direction and supervision of the Special Education Teacher – Infant /Toddler, performs as a member of a multi-disciplinary team by providing services for infants and toddlers with special needs and their families: supports parents and other caregivers to enhance the child's development and participation in daily activities and routines. The Early Intervention Assistant, along with the support of the Special Education Teacher Infant/Toddler, assists the family to implement intervention strategies and meet the needs of their child.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides direct support and coaching to families.

Provides relationship-based intervention utilizing both reflective and developmentally appropriate practices with families and children.

Works with parents to establish and strengthen daily routines that support child learning and interaction.

Supports and facilitates families/caregivers to respond to child cues and preferences.

Maintains ongoing communication with team members and utilizes effective teaming practices to collaborate with families and professionals across agencies.

Collaborates with Special Education Teacher-Infant/Toddler and other Specialists to integrate all areas of development into a holistic view of the child.

Observes children to assist the Special Education Teacher-Infant/Toddler in assessing developmental progress and preparing for team-based discussions.

Utilize adult learning approaches to support caregivers' competence and confidence in meeting the child needs.

Implements IFSP outcomes in the child's natural environment in the home or community.

Assist with the completion of required documentation, and prepares for home visits & other meetings as assigned.

Provides support, encouragement and information to families.

Participates and attends staff meetings, professional development, related workshops and trainings.

Collaborates with peers in work groups to improve professional practice and meet program goals.

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Drive to home visits and community settings to provide services in the child's natural environment.

Demonstrates professionalism in all work.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES AND OTHER REQUIREMENTS

- A valid California Driver's License
- CPR certification

EDUCATION AND EXPERIENCE

Qualifying experience/education must include: coursework in child development, nursing, social work; and one year of experience working in an instructional, community, clinic or home setting with infants and toddlers. Experience working with special needs infants/ toddlers highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A variety of disabilities and the educational activities appropriate for special needs infants/toddlers

Instructional activities for developmentally delayed infants/toddlers

Community resources available to special needs infants/toddlers

ABILITY TO:

Establish and maintain cooperative working relationships with infants/toddlers, families, teachers, educational and community agencies

Work under program deadlines and with families experiencing stressful conditions

Implement educational activities

Maintain records and write anecdotal notes

Assist with training sessions for families

Communicate effectively orally and in writing with ethnically and economically varied clientele, as well as professional staff

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

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WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Duties are typically performed in a home setting. Ability to travel to and from work locations as job requires. The Early Intervention Assistant will work with children with a variety of disabilities, birth to age three, and their families.

Must be able to hear and speak to exchange information, see to perform assigned duties, sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel; bend at the waist; sit on the floor, independently get to a standing position after sitting, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift objects up to 25 lbs.

Established: 3/1986

Revised: 2/86; 4/96; 3/07; 7/09; 10/10; 2/13; 11/14

Approved by Personnel Commission: March 7, 1986