



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	EI Developmental Specialist BA/MA	Reports To:	EI Director
Division:	Early Childhood	Civil Service Status:	Classified Professional FT
Schedule:	Monday - Friday	FLSA Status:	Non-Exempt
Salary Range:	\$21.28 - \$35.14 per hr. (BA) \$22.76- \$35.94 per hr. (MA)	Hours:	Days: 250
		8:30 AM – 4:30 PM	

QUALIFICATIONS:

Minimum of a Bachelor's Degree from an accredited college or university, in one of the following fields of study: counseling; early childhood education for ages three through eight, grades kindergarten through third, or special education; hearing impairment intervention; medicine; nursing; occupational therapy; physical therapy; psychology; psychiatry; social work; speech-language pathology; visual impairment intervention, education, health, social or behavioral science, social services, human services, or other related field . Other fields considered, with at least two years of full-time verified experience working with children birth through 5 with disabilities, developmental delays or diagnosed physical or mental conditions that have a high probability of resulting in a developmental delay and their families.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Early Intervention Certification from DODD or ability to obtain certification as soon as possible, no later than within 60 days of hire.

EMPLOYMENT REQUIREMENTS:

- Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). Must be physically capable to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

This is a certified professional position providing instruction to children age birth to three with developmental delays and/or disabilities and their families. Develops and implements strategies and interventions, which may include, but are not limited to, the special instruction identified in IDEA, Part C as follows:

- The Developmental Specialist functions as a transdisciplinary team member in the early intervention program offering specialized services to families of children who have a developmental delay or a qualifying medical diagnosis. The DS interacts with the family and child in their natural environments, collaborating with the family to develop interventions they can incorporate into their daily routines. The DS may serve as the primary service provider for a family, consulting with therapists and other team members during team meetings. The DS is responsible for completion of evaluations/assessments as assigned. The DS assists in the development of the Individualized Family Service Plan (IFSP) with the family and other professionals.
- The DS may serve, if certified, as a P.L.A.Y. Project Home Consultant providing developmentally appropriate programming for children in their home environment, assisting the caregiver/family with interventions that promote optimal development.

- The DS will maintain accurate records of service delivery. The DS documents interventions, joint plans, progress toward achieving IFSP outcomes, frequency and duration of visits, along with documenting all contact with the family and other professionals. Documentation will be completed in a timely manner as to accommodate the need for shared documentation with other team members. The DS will perform other professional duties related to position.
- The DS assists service coordinators with transitions from early intervention programming when a child turns three years of age.
- As necessary employee shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101:*

1. Instructs, demonstrates and trains participants in order to develop skills, abilities and understandings.
2. Plans, develops and implements IFSP.
3. Plans and implements Developmental Interventions
4. Prepares and maintains accurate records, evaluations, reports and other documents.
5. Participates in conferences, meetings, workshops, seminars and committee meetings.
6. Communicates with parents, families and staff
7. Interprets and complies with applicable laws, regulations, policies, and professional ethical standards.
8. Lifts, carries and moves enrollees.
9. Maintains required certifications/degrees/licenses.
10. Travels to homes and educational settings as identified in family plans.
11. Demonstrates regular and predictable attendance.
12. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION:

- Knowledge of infant and toddler development (age birth to three) and special needs.
- Ability to establish and maintain rapport with children, parents and professionals, define problems, collect data and draw conclusions.
- Ability to prepare and maintain meaningful, accurate and concise records and reports.
- Ability to appropriately handle routine and sensitive inquiries and contacts from professionals and parents or guardians.

POSITIONS DIRECTLY SUPERVISED:

None

EQUIPMENT OPERATED: Office Equipment, Technology Equipment

WORKING CONDITIONS:

- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behaviors.
- Actual hours may vary per service needs

PROBATIONARY PERIOD: One Year

Signatures:

I acknowledge that I have received a copy of the Early Intervention Developmental Specialist Position Description; I have read the Job Duties, Qualifications, Conditions, Essential Functions, Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

I hereby understand that my position is that of an EI Developmental Specialist and that I can be assigned to any EI Developmental Specialist position within our agency.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
	Krista Oldiges	
Superintendent Signature	Superintendent Printed Name	Date