

Supporting Alternative Solutions

Early Childhood Educator

Job Title: Early Childhood Educator / Temporary Position
Department: Early Childhood Developmental Services
Reports to: Director of Early Childhood Developmental Services

DEFINITION:

The Early Childhood Educator works with children and families in home visits and group settings (natural environments) as an in-home 1:1 educator of early intervention, serves the needs of children who are developmentally at risk and their families; to include children with developmental delays and also children with established risk, (those with developmental disabilities;) implements curriculum and developmental activities with children; performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

Home Visits:

1. Schedules, plans and conducts home visits with assigned families in coordination with staff and outside agencies;
2. Maintains ongoing communication with families to coordinate program services; provides educational information to parents/caregivers appropriate to the individual needs of the child or as requested by the family;
3. Maintains communication with team members as to the needs of families;
4. Assists in developing plan to meet IFSP goals (Individual Family Service Plan); provides support, encouragement and suggestions to families;
5. Maintains a sensitivity to cultural background; family concerns and the unique needs of individual families;
6. Bilingual staff may interpret for families and other staff;
7. Organizes and prepares materials, and selects toys, games and activities for developmental interventions according to the IFSP;
8. Demonstrates and models intervention activities for parents;
9. Monitors child and family progress;
10. Respects confidentiality of child/family records; and shares information with other program staff.
11. Employee understands that families may cancel scheduled appointments and that the employee is not paid for these missed appointments.

Documentation/Records Maintenance:

1. Prepares and maintains ongoing child data and records relating to in-home education and activities;

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2. Prepares and maintains individual educational information binders;
3. Completes various reports regarding in home education and other related activities;
4. Completes various logs and forms regarding services delivered and/or required for students and families;
5. Facilitates the translation of all program documents to meet the needs of the family;
6. Prepares, collects and maintains all information sent to/and from outside agencies.

MINIMUM QUALIFICATIONS:

Skill and Ability to:

Communicate effectively in oral and/or written form with infants, toddlers, parents, community agency personnel and other SAS staff; communicate/listen one-on-one or in group setting; maintain cultural awareness and sensitivity to work with differing attitudes and lifestyles; manage time and organize and schedule work day; conduct research related to families' needs for service; work with children and parents in a home environment; work cooperatively and effectively with individuals and groups; work as a team member; remain flexible and adapt to changing program needs and schedules in order to meet the needs for the program; share individual knowledge, skills and talents with co-workers; learn adaptive educational activities; maintain confidentiality of children/families/records.

Education/Training/Experience:

The Early Childhood Education Specialist will possess Credentials in Early Childhood Special Education or will possess a Level I or II Education Specialist Instruction credential. The Early Childhood Education Specialist will have completed an educational program meeting all requirements for the State of California. One year experience providing services for children with developmental disabilities. Experience with children between the ages of 0-3 years.

Other Characteristics:

Possess a valid CA driver's license; receive first aid and CPR certification.

Employee understands that families may cancel scheduled appointments and that the employee is not paid for these missed appointments.

There are no guarantee of hours per month to be worked.