



## RELIEF NURSERY

### Early Intervention / Early Childhood Special Education Specialist – Therapeutic Early Childhood Program

#### Job Description

**Position:** EI / ECSE Specialist

**FTE:** 1.0 FTE

**Supervised by:** Program Director - Early Childhood Programs / Site Supervisors

**Starting Salary Range:** \$17.85 – \$18.60 depending on qualifications

**Program Overview:** The Early Childhood Special Education Specialist arranges and conducts team meetings to develop and monitor Individualized Family Service Plans (IFSPs) and trains necessary personnel in implementation of goals and objectives specified on the IFSP. The specialist coordinates services with the necessary agencies and personnel.

#### Minimum Requirements:

- Master's Degree in Early Childhood Special Education or equivalent training and experience (TSPC licensure or eligibility for ECSE authorization).
- At least 2 years of experience working in an early childhood setting.
- Knowledge of state and federal laws and rules for early intervention and early childhood special education including, but not limited to, service coordination timelines, eligibility categories and requirements, due process procedures and confidentiality rules.
- Demonstrated ability to work as a team member, understand developmentally appropriate early childhood practices, and child guidance techniques consistent with a therapeutic approach.
- Knowledge of typical, atypical and delayed child development for children birth to 6 years of age.
- Ability to communicate and work effectively and respectfully with a diverse population and understand the impact of trauma on children and families.
- Proficient in computer and related technology use.
- Ability to travel to and work in homes, preschool classrooms and community sites.
- Good physical stamina with the ability to lift children as well as bending, kneeling, sitting at child size tables and chairs and on the floor.
- Current valid driver's license with acceptable driving record/insurance coverage.
- Current Pediatric First Aid/CPR and Food Handler's cards.

#### Preferred:

- Bilingual in English and Spanish.
- Paid professional experience providing consultation to others in Early Intervention, Early Childhood settings.
- Paid professional experience conducting functional behavioral assessments and creating behavior plans to support children with social, emotional, and behavioral challenges.
- Paid professional experience as lead teacher in an early childhood setting.



- Paid professional experience providing home visits to families.

**Responsibilities:**

1. Write and monitor individualized family service plans and complete all required reports, assessments and other paperwork in a timely fashion. Record and store data in accordance with agency requirements.
2. Monitor progress of all children on caseload and make changes when and where they are needed based on the data collected and analyzed.
3. Provide service coordination for all children on caseload, including but not limited to a mid-cycle and an annual review.
4. Join preschool teachers on at least one home visit per child annually (in addition to service coordination visits).
5. Implement and support others (families, preschool teachers, interns, etc.) in implementing the goals and objectives specified on the IFSP.
6. For each child on your caseload, provide 30 minutes of consultation to preschool staff 3 times per month, including support both in the classroom and during staff planning/curriculum meetings.
7. Facilitate collaboration and communication between professionals and parents involved with the child and family.
8. Write and implement behavior, social skills and sensory interventions.
9. Assist families to identify strengths, needs, goals, etc. to assist their child with special needs.
10. Conduct evaluations for children prior to their third birthday to identify eligibility for ECSE services and occasionally conduct initial eligibility evaluations.
11. Organize and conduct a variety of team meetings.
12. Work to promote inclusive practices among children with and without delays.
13. Collect attendance monthly from preschool staff and document on each child's service log and attendance log in EI/ECSE agency database.
14. Coordinate services with school districts (e.g., transportation, service schedules).
15. Complete change of placement paperwork for all children transitioning out of the program in the spring and support families in making placement decisions, such as arranging tours of other programs and participating in kindergarten transition meetings with the school district.
16. Participate in designated team and all staff meetings, training and supervision.
17. Maintain CEUs and other educational requirements of the position.
18. Maintain all required documentation and paperwork in accordance with Relief Nursery, Child Care Division, and other relevant standards.
19. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
20. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
21. Assist in facilitating trainings for staff.
22. Perform other relevant duties as assigned.



Relief Nursery offers paid medical after 60 days, 5 weeks paid vacation. Paid sick and personal leave and 403b benefit package for all benefitted employees. Pre-employment drug screen and criminal background check, DMV records check and proof of automobile insurance required.

Position open until filled. To apply, please submit cover letter and resume to Dani Smith, Director of Administration and Human Resources, [danism@reliefnursery.org](mailto:danism@reliefnursery.org)

Relief Nursery is an Equal Opportunity Employer