

## PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

Position Title: **EARLY CHILDHOOD SPECIALIST**

Department: Children's Program

Location: 128 South Main Street, New Lexington, OH 43764

Supervisor: Children's Program Director

Normal Working Hours: Full-time 40 hr. flexible work week routinely schedule to meet the needs of families

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: TBD

Safety-sensitive: Yes

### **SUMMARY**

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The Early Childhood Specialist (ECS) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under the general guidance and professional direction of the Children's Program Director (CPD), the responsibilities of the ECS includes providing specialized instruction and parental coaching for families who have children ages 3-6 who have a diagnosed disability and who are eligible for PCBDD supports. The ECS works with considerable independence performing child and family assessments, developing service plans, and providing services and supports in natural environments.

The ECS is part of the team who uses a holistic, wrap-around approach to services through Perry County entities, agencies, and organizations utilizing child-centered and family-centered planning principles.

### **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

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- Bachelor's Degree in human service, child development or related field
- Experience or valid license in related area of expertise may be substituted for academic preparation
- May be required to obtain DODD Developmental Specialist Certification
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.
- Acquire and maintain Board approved First Aid and CPR certification
- Experience in working with professionals, families of children with disabilities, and people with disabilities
- Extensive knowledge of child development and positive parenting techniques

### **KNOWLEDGE / SKILLS / ABILITIES**

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Knowledge of:

- Child development, family dynamics, disabilities and risk factor, teaming, and intervention program planning

- Principles and methods of: early childhood development; early intervention; special education; learning disabilities; developmental disabilities; psychological and behavioral disorders; parent education and coaching strategies; evidence-based practices; proper lifting techniques
- Community resources

Skills in:

- Excellent computer literacy and data entry skills, including but not limited to: Microsoft Office products including Word and Excel
- Excellent verbal and written communication effective interaction with internal and external customers.

Ability to:

- Communicate effectively in a clear and concise manner, both written and oral, with co-workers, associates, students, adults, supervisors, and children
- Handle sensitive information and maintain and follow policies and rules regarding confidentiality
- Comply with professional ethical standards, maintain professional decorum, and act in a professional manner in family homes
- Work cooperatively with the PCBDD School Age Service Coordinator and pre-school special education service providers in transitioning children from early intervention to preschool special education services
- Demonstrate regular and predictable attendance
- Assess the level of safety, both personal and child's, in all home environments
- Adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code
- Use standardized tools to evaluate and assess children

**PROBATIONARY PERIOD**

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300 Days

**WORKING CONDITIONS**

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 55% in office, 45% travel and out of building commitments/in family home environments.

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday, as assigned and/or pre-approved by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours as necessary to accommodate family schedules, including evenings and potentially weekends.

Physical Demands – Position requires frequently alternating between sitting, standing and walking. Must be able to physically lift, carry or move, and engage in play with children in a safe manner.

**POSITIONS SUPERVISED**

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None

### ***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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#### **75% SERVICES AND SUPPORTS**

Establish and maintain positive, cooperative and communicative relationships with families and team members. Build positive relationships with professionals within the local community to better serve as an educator, resource, and collaborator.

Assess and evaluate the needs of the family and/or child(ren) using appropriate evaluation and assessment tools. Summarize results and design programs of activities and instruction for families based on family needs and priorities.

Provide home-based visits to families of children age 3-6 who are eligible for PCBDD supports. Provide play-based interventions and supports. Maintain required documentation and records.

Provide education to parents of children with disabilities and the professionals who work with them, information about state and Federal Early Intervention laws, disability education provisions, problem-solving opportunities, and support that will help the team to better meet the needs of children with disabilities and their family members.

#### **20% MEETINGS AND TRAINING**

Participate in inter-agency meetings and special projects as it relates to pre-school age services and supports. Assist with public awareness activities and campaigns. Serve on committees, as requested.

Coordinate and/or facilitate workshops and presentations for parents and professional on topics related to early intervention or to meet the needs of young children with disabilities and their family members.

Attend conferences, workshops, seminars and meetings designed to enhance professional growth as permitted and/or requested by administration. Perform other duties as requested.

#### **5% MISCELLANEOUS**

Perform other duties as assigned or directed by supervisor.

### ***DECLARATION***

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

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Signature

\_\_\_\_\_  
Date