



CHILDREN'S
DEVELOPMENTAL
CENTER

CHILDREN'S DEVELOPMENTAL CENTER

CERTIFIED TEACHER

QUALIFICATIONS:

M.ED. or B.A. from an accredited University in Education/Special Education and prefer Early Childhood Education endorsement

EXPERIENCE:

Work experience with children aged birth to three years of age with developmental delays and/or challenges

RESPONSIBLE TO:

Education Supervisor or Executive Director

GENERAL RESPONSIBILITIES OF THE POSITION ARE:

1. To provide special instruction within the natural environment setting as specified by the IFSP.
2. To instruct parents/caregivers of the skills necessary to enhance the child's development.
3. To act as a member of the multidisciplinary team (MDT).
 - a. Participate in team decisions based upon information presented by team members.
4. To evaluate all children assigned to you within the timeline given and using the most appropriate test available to you.
5. To follow the policies and procedures established by Center.
6. Continue to remain current in the position by attending continuing education courses and workshops offered.

Specific duties and responsibilities:

1. Participate in the evaluation and/or screening of children referred to Center.
2. Evaluate, using standardized tests as assigned in the cognitive, social-emotional, behavioral-social and adaptive domains deemed necessary by the MDT and within the timelines established by the MDT.

3. Record the results of the testing session using the format indicated by Center and within the timeline established by the MDT.
4. Participate in the weekly MDT meeting, Ed. Dept. meeting and monthly staff meeting.
5. Develop and implement functional outcomes and objectives for the child based upon your evaluation observations/ input from parent/caregiver and MDT decisions.
6. Maintain department specific documentation pertaining to child's functional outcomes and objectives.
7. Complete required paperwork fully and in a timely manner.
8. Supervise the Educational Assistant (s)
 - a. Routinely observe the Educational Assistant as needed
 - b. Review with Educational Assistant, at a minimum on a quarterly basis, all data and program being conducted by the Educational Assistant.
 - c. Annually evaluate the performance of the Educational Assistant to determine job retention, advancement, etc.
9. Document attendance, and submit appropriate paperwork to the office manager.
10. Possible other engagement opportunities are: CDC Play Dates, bi-weekly playgroup sessions, Family Reading Nights, and team teaching Fall and Spring Child Behavior Management Workshops.

Employee Acknowledgment

I have read and understand this job description and I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment.

signature

date