



**“This institution is an equal opportunity provider”**

## **JOB DESCRIPTION**

**TITLE OF POSITION:** EARLY INTERVENTION QUALITY ASSURANCE SPECIALIST

**SUPERVISED BY:** Special Services Coordinator

**GENERAL RESPONSIBILITY:** To serve as a member of the Multidisciplinary Team (MDT). To screen, assess, monitor, case manage, and review IFSPs/IEPs and child files to insure quality assurance and assist in preparing local and state data reports. Oversee data entry in the disabilities database, assign case-managers, and provide training to staff. This position is a 7 hrs. a day 186 days a yr.

### **MINIMUM QUALIFICATIONS:**

- Prefer a Master’s Degree in Early Childhood Special Education, Special Education, or a related field.
- Prefer a Wyoming teaching certificate with an endorsement in Early Childhood Special Education or the ability to obtain provisional endorsement.
- Must be able to work well with adults and birth to six-year-old children, including those from low-income families and with special needs.

### **ESSENTIAL FUNCTIONS:**

- Organize and track all areas of the disabilities database, state and federal deadlines, IEP/IFSP meetings, reporting requirements, (including the COS), data entry, and all required monitoring protocols.
- Complete child file reviews in Part C and Part B.
- Track developmental disabilities report in Child Plus for cost allocation.
- Complete and monitor tracking form as completed at each screening.
- Mentor new special education staff members regarding WCFD policies and procedures, family relationships, classroom interventions, etc.
- Keep certified in Handle with Care and provide training to WCFD staff.
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- Coordinate referral/assessment process.
- Ensure that procedural safeguards are met and that advocacy information is provided to any family whose child will be screened, evaluated, or provided services.
- Serve as a member of a multidisciplinary team as appropriate.
- Implement an IFSP/IEP that promotes and supports a family’s capacities and competencies to identify, obtain, coordinate, monitor, and evaluate resources and services to meet its needs.
- Assist in supporting families through the early years after learning that their child has developmental delays or disabilities.
- Assist families in navigating complex service systems to find necessary resources on behalf of their child.
- Follow up with families referred from private preschools.
- Build the capacity of families and empower them to access services upon leaving WCFD birth to 6.
- Maintain accurate and complete student records and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.

- Assist in collection of data for providing appropriate classroom interventions.
- Assist in preparation of data for local, state, and federal reports.
- Participate in meetings with the program staff for the purpose of feedback, evaluation, modification, and progress of the enrolled children of the program.
- Provide training to staff and parents on techniques and procedures to use with a specific disability as related to a child enrolled in the program or therapy only.
- Communicate effectively with staff, children and families.
- Recruit children and families for program enrollment in accordance with the guidelines established by the US Department of Health and Human Services, Office of Head Start, and WCFD.
- Perform other related duties as assigned by the Board or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

#### **STANDARD JOB REQUIREMENTS:**

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical, AHA CPR and First Aid Training, and TB test completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law.

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
  - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
  - c. Able to read gauges on dash of bus and recognize indicator of problems.
  - d. Able to tolerate possible gas and diesel fumes.
  - e. Able to tolerate dust and gravel.