

Sacramento County Office of Education Job Description

Classification Title: Infant Educator

DEFINITION

Under supervision and working as a member of the transdisciplinary team of the Infant Development Program, provides educational and development interventions for children, birth to 36 months of age, with developmental delays, and their families; implements developmental activities with children and works with families in home visits and group settings; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, the Infant Educator may assist in organizing and assigning work to various program volunteers.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Home Visits

Schedules, plans, and conducts home visits with assigned families in coordination with staff and outside agencies; maintains ongoing communication with families to coordinate program and community services; provides educational information to parents/caregivers appropriate to individual needs of the child or as requested by the family; maintains communication with team members as to the needs of families; assists in developing plan and implementing strategies to meet Individualized Family Service Plan (IFSP) goals; provides support, encouragement, and suggestions to families; maintains a sensitivity to cultural background, family concerns, and the unique needs of non-English speaking families; bilingual staff may interpret and translate for families and other staff; provides resource information and may assist in community-based group activities, family education, and support groups; organizes and prepares materials and selects toys, games, and activities for developmental interventions according to the IFSP for the students; demonstrates and models intervention activities for parents to use in daily routines in their natural environment; monitors child and family progress and shares information with other program staff.

Documentation/Records Maintenance

Prepares and maintains ongoing student data and records relating to in-home education and group activities; coordinates with team on new student eligibility assessments; prepares and maintains individual student medical and educational information binders; sets up and maintains a filing system for efficient collection, retention, and retrieval of student and program information; maintains and disseminates accurate enrollment information; completes various reports regarding in-home education and other related activities; completes various logs and forms regarding services delivered and/or required for students and families; requests student medical information and disseminates information to staff as needed; facilitates the translation of all program documents to meet the needs of the family; prepares and routes student transition packets to districts; completes outside agency billing forms; collects and maintains information sent to and from outside agencies.

Program Support/Service Coordination

Operates office equipment to prepare materials for educational activities; orders necessary supplies and equipment for program/site and insures adequate levels are maintained; coordinates work schedules; prepares and distributes fliers, agendas, meeting notices, calendars and materials for program activities; collects and disseminates mail; attends conferences, workshops, and inservices related to infant development; serves as a member of the transdisciplinary team to furnish and share information; coordinates professional and community resources with other infant development program staff related to individual families; assists the team with the referral and assessment/intake process; attends meetings with

staff to gather new information and receive related training; conducts research related to medical information and community services to assist specific family needs and concerns; assists families in completing required paperwork and scheduling and attending medical appointments if requested; conducts community outreach to providers, educators, and other agencies; coordinates schedules and networks with community agencies serving assigned families; designs and presents training sessions as needed; provides team/staff support where needed including scheduling consultations, informing families of meetings and trainings, and following up the progress and implementation of IFSP goals; coordinates with interpreters and translators regarding home visits, group activities and various appointments as needed; maintains cooperative working relationships with staff, families, and agency personnel.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties as described; a typical qualifying background would include coursework in child development or early childhood education and experience working with infants, toddlers, or young children; experience in working with young children who have developmental disabilities or delays is desirable.

Knowledge of

Principles of child typical and atypical development and developmental disabilities; age appropriate toys, games, educational activities and materials; learning difficulties of children with special needs; basic special education laws and terminology; community agencies, resources, and early intervention programs available for infants/toddlers with disabilities; cultural awareness and responsiveness; basic hygiene practices; standard types of filing systems; proper telephone techniques; web-based document management applications standard software applications including videoconferencing platforms.

Skill and Ability to

Communicate effectively in oral and/or written form with infants, toddlers, parents, and staff regarding technical information; 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 of the program; share individual knowledge, skills, and talents with co-workers; learn adaptive educational activities; lift students as needed; operate standard office equipment; use a computer to prepare reports, forms, fliers, agendas and other related materials; maintain confidentiality; follow instructions; read, interpret, and apply rules, laws, and procedures.

Other Characteristics

Possess a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to be trained in first aid and cardiopulmonary resuscitation.

Revisions approved by Personnel Commission 5/11/21
Revision approved by Personnel Commission 2/14/17
Revision approved by Personnel Commission 4/9/13
Revision approved by Personnel Commission 6/9/09
Revision approved by Personnel Commission 5/9/06
Revision approved by Personnel Commission 11/16/99
Approved by Personnel Commission 3/1/93