



**The Arc of Shelby County, Inc.
Position and Description**

Position Title:	Special Instructor I
Reports To:	Director of Children’s Services
Location:	Community-Based
Standard Hours:	Day and times may vary. Flexibility is required based on program and families’ needs.
Classification:	Non-Exempt; Hourly
Provides Supervision To:	NA

SUMMARY OF PRIMARY JOB FUNCTIONS:

The Special Instructor is a professional working in the Early Intervention Program of The Arc of Shelby County, providing special instruction supports to infants and toddlers with developmental delays, including evaluations and assessments, functional supports to families and children and other such services.

A. RESPONSIBILITIES—ESSENTIAL FUNCTIONS

1. Evaluation and assessment of infants and toddlers, including written information and summary of E & A, including information provided by other team members;
2. Provide special instruction supports to infants and toddlers in the Early Intervention Program as assigned by the Director of Children’s Services;
3. Provide functional supports and consultation to The Arc of Shelby County infants, toddlers and their parents and/or caregivers, childcare providers/mother’s day out providers.
4. Assist in the development of family service plans(IFSP);
5. Provide consultation to other individuals (team members) involved in providing supports to each child;
6. Participate and assist in the development of community settings for family supports;
7. Prepare for and provide instruction in group settings as required (childcare programs, story time, etc.);
8. Maintain all necessary documentation as required by Alabama Early Intervention System and The Arc of Shelby County, Inc.;
9. Serve as liaison between family, other team members and provider;
10. Serve as an advocate for family needs and desires;
11. Assist with duties of StoryTime; coordinate and/or lead StoryTime as needed;

12. Assist with keeping evaluation room, lending library and storage areas neat, clean, and up-to-date.

B. ANCILLARY FUNCTIONS:

1. Function as a team member within the early intervention program;
2. Serve as mentor to new evaluators at The Arc of Shelby County and other early intervention providers for IDA and DAYC-2. Complete necessary documentation and submit to Director of Children's Services;
3. Assist Director of Children's Services with all related activities associated with mentoring to all early childhood or related field interns;
4. Serve as a leader in the provision of services and negotiation of services;
5. Provide in-service education activities to the community as requested by Director of Children's Services and/or Executive Director;
6. Make responsible decisions without close supervision;
7. Participate in staff meetings;
8. Other duties as assigned that will further the mission of The Arc of Shelby County;
9. Participate in local, district and state committees or activities as requested to represent the interests of infants and toddlers and their parents.

C. WORK ENVIRONMENT

Depends entirely on the setting where the child and family desire services—home, childcare program, other community settings. Each site may have a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting, pets, other children. Some time in primary office location. Work may be stressful at times.

D. PHYSICAL REQUIREMENTS

Requires ability to work around individuals with developmental disabilities duties in a variety of community settings. Work surface or parking areas may be uneven and difficult to maneuver. Must be able to lift and carry children. Regularly required to stand, walk, sit, stoop, kneel, bend or crouch. Manual dexterity sufficient to operate a computer, telephone, copier and other office equipment as necessary. Requires normal range of hearing and vision. Requires driving locally and out of town.

E. QUALIFICATIONS/EDUCATION

Minimum Requirements- Level I

1. Bachelor's or Master's Degree in Elementary Education, Early Childhood Education, Special Education, Child Development or other degrees accepted by Alabama Early Intervention System's document "Standards for Service Young Children with Disabilities";
2. Knowledge of child development;
3. Functional knowledge of coaching families and colleagues to follow through on suggestions given to them;

4. Functional knowledge of The Primary Provider Model and ability to use Primary Provider Model;
5. Valid driver's license and proof of valid automobile insurance;
6. Ability to perform duties in variety of community settings, including private homes, community based childcare facilities and other various sites;
7. Excellent communication skills—oral and written;
8. Pass Drug Screening, Background Check and all required documentation for employment;
9. Complete Special Instructor Webinar within one year of employment (unless previously attended and has certificate of completion).

Minimum Requirements - Level II

In Addition to Level I Requirements (2 – 8):

1. Bachelor's degree in early childhood special education (ECSE); or
2. Master's degree, in Early Childhood Special Education (ECSE);
3. Holds current certification and/or valid license by Department of Education;
4. Experience working with infants and toddlers and/or preschoolers with developmental delays. Minimum three years of experience required;
5. Knowledge of child development;
6. Valid driver's license and proof of valid automobile insurance;
7. Ability to perform duties in variety of community settings, including private homes, community based childcare facilities and other various sites.

F. SPECIAL CONSIDERATIONS:

1. Ability to utilize personal automobile for work related travel and have valid driver's license and adequate (as determined by policies) liability insurance;
2. Ability to perform duties in a variety of community settings, including private homes, community based childcare facilities and other sites;
3. Ability to work non-traditional hours on occasion, based on family need.

A. COMPETENCIES:

1. Ability to function as team member.
2. Ability to take leadership role.
3. Belief in family-centered delivery of supports.
4. Belief in inclusiveness.
5. Ability to function with a minimum of supervision.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____