

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 508
EXEMPT

INFANT TEACHER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services and assigned supervisor, serve as a member of a transdisciplinary team to identify needs and provide home and community intervention activities for eligible children with developmental delays or disabilities, birth to age three.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Assist the family in identifying concerns, priorities and resources including but not limited to providing information and model techniques to parents through home and community activities.
- Complete evaluation and additional assessments within county, state and federal guidelines; develop legally compliant assessment reports and Individual Family Service Plans (IFSP); contribute to the development of Individual Educational Programs (IEP) as appropriate.
- Conduct educational assessments in the five developmental areas as needed; provide instructional services in the home and community settings to parents and eligible children with a primary disability which may include but not be limited to mild/moderate developmental delays, traumatic brain injury, other health impairment, autism, moderate/severe developmental delays, and multiple disabilities including disabling medical condition in services across the continuum of program options available.
- Confer and communicate with parents and/or caregivers and professional staff members regarding student progress.
- Coordinate and plan the work of instructional staff assigned to the program and provide input into performance evaluation process.
- Demonstrate working knowledge of lesson objectives and effective use of direct teacher instruction; provide appropriate creative learning experiences based on realistic, measurable goals and objectives set by the IFSP Team.
- Design and implement parent education and training activities in the student's natural environment to help family members assist with the accomplishment of the student's goals.
- Design educational program(s) and provide instruction to parents and infants to meet the individual learning needs of each student, which have been identified in an IFSP.
- Determine professional goals and objectives through the assessment and evaluation process.
- Maintain data collection and anecdotal records to substantiate student progress toward annual goals.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the office of the Fresno County Superintendent of Schools (FCSS) and in self-directed professional growth activities.
- Monitor student progress on a regular basis and participate in the review and revision of the IFSP.
- Prepare and maintain a current work schedule.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, CASEMIS, Medi-Cal reports and billing, diagnostic information, student goals and objectives, conference information from parents and other professionals; complete and submit attendance records and all other reports; prepare county and/or state reports as assigned and/or required.

- Provide appropriate, empirically based, and creative learning experiences focusing on the common core curriculum and foundational skill areas.
- Provide directed learning experiences in the psychomotor, affective and cognitive domains, daily living skills, pre-language and language skills, social and self-help skills for infant student(s) ages 0-3 years.
- Schedule and hold transition meetings with the appropriate Local Education Agency (LEA) for students within state and federal transition guidelines.
- Support in the supervision, coordination and planning of the work of instructional staff assigned to the program; provide input into performance evaluation processes to better understand impact of the student's disability in learning, communication, and family interactions.
- Utilize comprehensive assessment results in developing appropriate IFSP goals and family outcomes to accommodate the wide variety of individual needs of each student.
- Work closely and cooperatively with paraeducator(s), assigned supervisor, administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies to provide a complete program; serve as a liaison to community agencies, parents, districts, contracted service providers, and caregivers.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Conflict resolution and behavior management strategies.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems and program evaluation strategies as they relate to best practices for teaching young children with exceptional needs and their families.
- Current techniques on parent coaching and teaching.
- Current techniques to analyze situations accurately, adopt an effective course of action while maintaining a safe environment.
- Impact of the disability on family interactions and development.
- Operation of specialized health care equipment and procedures for personal care of students.
- Organizational skills which would enhance the maintenance of a neat, uncluttered, sanitary,

safe and aesthetically appealing workspace.

- Planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Principles, procedures and techniques in the development and implementation of staff training activities.
- Research methods, report writing and record keeping techniques.
- Standards of training and providing work direction.
- Typical and atypical child development.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist families in providing appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Develop and implement modifications and intervention strategies to match specific student needs.
- Maintain a variety of reports and files related to job assignment and/or assigned program.
- Maintain systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Prevent and/or intervene appropriately in order to defuse escalating student behavior.
- Provide family support and parent coaching to support the parent/child relationship and to enable parents to become the child's most effective teacher.
- Analyze and evaluate situations accurately, adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in Special Education preferred.

EXPERIENCE:

- Two years working in a setting serving students ages 0-3 years with disabilities preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Education Specialist Credential in Early Childhood Special Education or
- Valid California Education Specialist Instruction Credential-Mild/Moderate Disabilities or Moderate/Severe Disabilities with appropriate added authorization in Early Childhood Special Education (ECSE) or eligibility to be granted a permit authorizing teaching special education students from birth to three years old.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid Defensive Driving Certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Family or caregiver home environments, childcare, community settings, office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move at least fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts which may pose a threat to staff.
- Periodic yelling and/or crying by children.
- Possible contact with blood and/or other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/14/2013

Revised: 05/30/2017; 04/12/2018; 10/05/2022