

## EARLY INTERVENTION SPECIALIST (SEIT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent serves as an Early Intervention Official Designee and as a Special Education Itinerant Teacher (SEIT) delivering special education programs and services for pre-school children with special needs pursuant to Article 25, Title IIA of the Public Health Law, which relates to services for children from birth to age 3, and/or Section 4410 of the Education Law, which relates to services for children ages 3 to 5. The incumbent participates in meetings for the Committee on Preschool Special Education (CPSE) process and assists in the planning for Individualized Education Program implementation. Work is performed with considerable independence with which an incumbent represents the Department of Health providing guidance and technical support to parents, case managers, service providers and school officials. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Serves as a Special Education Itinerant Teacher providing direct teaching and observation of special needs students in home and community settings;

Provides makeup services for all missed sessions and keeps attendance records and daily log notes for services provided including coordination and consultation monthly logs;

Responsible to prepare and implement weekly lesson plans for the SEIT administrator/supervisor's review;

Prepares quarterly and annual progress reports for the CPSE;

Attends the Annual Review CPSE meeting as part of the SEIT coordination responsibilities;

Reports to Early Childhood classroom teachers, day care providers and parents on student progress towards IEP goals and updates goals as required by IEP;

Implements and follows Behavioral Intervention Plans (BIP) as per the IEP and works with classroom teachers and parents to ensure compliance with the plan;

Coordinates and initiates mandated home/community services and related services as indicated in the child's Individual Education Plan or Individual Family Service Plan;

Represents the Early Intervention program at all -Individualized Family Service Plan (IFSP) meetings with provider agencies and families;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Federal and State laws and rules relative to the Early Intervention Programs for children ages birth through 2; good knowledge of early childhood development; good knowledge of the services available to meet the needs of developmentally disabled children; good knowledge of the practices and principles of case management; ability to establish and maintain effective working relationships with others; ability to formulate, document and execute individualized education plans to address a pre-school student's special education needs; ability to coordinate and partner with professionals in other disciplines and other organizations; ability to speak and write effectively; ability to understand and empathize with the needs and concerns of others; ability to use computer applications such as spreadsheets, word processing, e-mail, calendar and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; tact; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid Permanent Teaching Certification in Special Education (N-6) or (Birth-6) issued by the New York State Education Department and three years of experience working directly with children from birth to age six who experienced developmental delays or disabilities.

SPECIAL REQUIREMENTS: Possess and maintain a valid license to operate a motor vehicle in New York State while in the title.

NOTE: Only experience gained after attaining NYS Special Education Teaching Certification (N-6) or (Birth- 6) will be considered in evaluating experience.