

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Early Intervention Specialist

SERIES NUMBER

6971

MAJOR AGENCIES

DODD only

EFFECTIVE

02/09/2014

SERIES PURPOSE

The purpose of the early intervention specialist occupation is to develop, coordinate and review early intervention programs, for eligible children (i.e., birth to age 3) and their families, being implemented by the county boards of developmental disabilities as well as other early intervention part c providers as defined in Ohio Administrative Code, Chapter 3701-8, to provide administrative oversight thereof to ensure compliance with Department of Developmental Disabilities and Department of Health rules on early intervention, and to provide technical assistance to promote best practices in early intervention and family support services.

The classification is reserved for the Department of Developmental Disabilities only.

JOB TITLE

Early Intervention Specialist

JOB CODE

69711

PAY GRADE

13

EFFECTIVE

02/09/2014

CLASS CONCEPT

The advanced level class works under direction & requires considerable knowledge of child growth & development, family dynamics, early intervention practices & administration in order to develop, coordinate & review early intervention programs, for eligible children (i.e., birth to age 3) & their families, being implemented for assigned region by county early intervention part c providers, provide administrative oversight thereof to ensure compliance with Department of Developmental Disabilities and Department of Health rules on early intervention, & provide technical assistance to promote best practices in early intervention & family support services.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Early Intervention Specialist	69711	12	02/09/2014	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops, coordinates & reviews early intervention programs being implemented for assigned region by county early intervention part c providers (e.g., provides direction & administrative oversight to providers engaged in early intervention & family support programs; develops or oversees development of policies & procedures affecting early intervention for eligible children from birth through age 3, family support, provides oversight for compliance with federal regulations and Department of Health rules, individual family plans & implementation of program standards for special education & early intervention).

Provides consultation, technical advice & assistance to county early intervention part c providers relative to best practices, state & federal standards for early intervention & family support practices to ensure compliance with appropriate laws, rules & procedures, & new methods, concepts & approaches for quality assurance; trains early intervention part c providers on early intervention issues; represents department on special early intervention task forces/committees & projects; provides assistance to other regions as needed.

Collaborates with other state agencies, local agencies, colleges & universities, advocates & parents in implementing special initiatives/mandates; provides technical assistance & training to personnel in state & local entities in developing comprehensive early intervention services; develops materials to facilitate decision making.

Designs guidelines for defining problems and collecting data; evaluates outcomes & disseminates results; operates personal computer to enter & retrieve data & generate required reports, documents & correspondence; maintains records.

MAJOR WORKER CHARACTERISTICS

Knowledge of child growth & development, family dynamics, early intervention practices & administration; evidence-based early intervention practices and the principles of coaching and adult learning; federal regulations and state laws.* Skill in use of personal computer & state-licensed software.* Ability to define problems, collect data, establish facts & draw valid conclusions; develop policies & procedures governing early intervention & family support services; gather, collate & classify information about data, people or things; ability to work within a team structure; handle routine & sensitive contacts with early intervention providers & other staff personnel in county boards of developmental disabilities, officials/representatives in other state agencies, local agencies, & colleges & universities, advocates & parents.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Pursuant to Ohio Administrative Code Section 5123: 2-5-05, 4 yrs. paid work experience as a certified/licensed part c early intervention service provider &/or as supervisor over part c early intervention programs &/or part c early intervention personnel; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Maintain current license or certificate as a service provider per Ohio Administrative Code, Chapter 3701-8.

UNUSUAL WORKING CONDITIONS

May require travel; may require overnight stay.