

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Early Intervention Specialist

SERIES NO.:

6971

MAJOR AGENCIES:

MR/DD only

EFFECTIVE DATE:

01/28/2001

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 mental retardation and developmental disabilities, to provide administrative oversight thereof to ensure compliance with department of mental retardation and developmental disabilities' 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 Mental Retardation And Developmental Disabilities only.

CLASS TITLE:

Early Intervention Specialist

CLASS NUMBER:

69711

EFFECTIVE DATE:

01/28/2001

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of special education, nursing, social work, psychology, home economics, speech, language or audiology, or occupational or physical therapy with emphasis on 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 boards of mental retardation & developmental disabilities, provide administrative oversight thereof to ensure compliance with department of mental retardation & developmental disabilities' rules on early intervention, & provide technical assistance to promote best practices in early intervention & family support services.

CLASS TITLE: Early Intervention Specialist	CLASS NUMBER: 69711	BARGAINING UNIT: 12
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EFFECTIVE DATE:

01/28/2001

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 boards of mental retardation & developmental disabilities (e.g., provides direction & administrative oversight to county staff engaged in early intervention & family support programs; oversees development &/or develops program goals for county boards' early intervention for eligible children from birth through age 3 & family support programs; oversees development of or develops policies & procedures affecting early intervention for eligible children from birth through age 3, family support, due process, individual family plans & implementation of programs standards for special education & early intervention), & monitors county boards of mental retardation & developmental disabilities for compliance with department of mental retardation & developmental disabilities' rules).

Provides consultation, technical advice & assistance to county boards of mental retardation & developmental disabilities 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; participates in evaluations of family & children's programs for county boards of mental retardation & developmental disabilities & county collaborative groups; trains early intervention & other county board staff on early intervention issues; represents department on special task forces & projects; attends early intervention council sub-committee meetings; 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 prevention & early intervention services; develops materials to facilitate decision making.

Designs guidelines for grant allocation to county collaborative groups to fund planning & implementation of comprehensive family-centered early intervention services & support services; allocates resources; evaluates outcomes & disseminates results; collects information from county boards to maintain current roster of early intervention personnel; compiles early intervention data for Ohio Department of Health; operates personal computer to enter & retrieve data & generate required reports, documents & correspondence; maintains records.

MAJOR WORKER CHARACTERISTICS:

Knowledge of education, nursing, social work, psychology, home economics, speech, language, audiology, physical therapy, or occupational therapy with emphasis on child growth & development, family dynamics, early intervention practices & administration that lead to certified supervisor level - provisional grade; grant writing. 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; handle routine & sensitive contacts with early intervention coordinators & other staff personnel in county boards of mental retardation & developmental disabilities, officials/representatives in other state agencies, local agencies, & colleges & universities, advocates & parents.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must be able to qualify for Ohio Department Of Mental Retardation & Developmental Disabilities' Early Intervention Specialist certification per Section 5123: 2-5-05 (d)(2) of Ohio Administrative Code; 4 yrs. paid work experience as early intervention specialist &/or as supervisor over early intervention programs &/or early intervention personnel; must be able to provide own transportation.

-Or early intervention certification as certified supervisor level, provisional grade, per Section 5123: 2-5-05 (d)(3)(b) of Ohio Administrative Code; 4 yrs. paid work experience as early intervention specialist &/or as supervisor over early intervention programs &/or early intervention personnel; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certified early intervention specialist, temporary or provisional grade, or early intervention certification as certified supervisor level, provisional grade, as required by Administrative Rule 5123: 2-5-05.

UNUSUAL WORKING CONDITIONS:

May require travel; may require overnight stay.