

## **#622 Early Intervention Program Coach**

Classification Level 9

Kenosha Achievement Center, Inc.

1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal: 11/19/18      External: 11/21/18**

**Salary: \$29,877 – \$48,998**

**Hours: 40/week**

**Apply To: S. Wolf**

**REPORTS TO:** Professional Services Supervisor

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Early Intervention Program (EIP) Coach is a professional position that is responsible to provide a range of on-site and off-site coaching of parents who have infants and toddlers with special needs that are enrolled in the Early Intervention Program. This position will provide services that promote developmentally appropriate skills within the child's natural environment.

### **TYPICAL RESPONSIBILITIES:**

1. Facilitate developmentally appropriate activities with enrolled child in collaboration with the child's Early Intervention (EI) team.
2. Provide input on the assessment and development of treatment plans as part of the EI team.
3. Provide group services as required.
4. Follow documented treatment plans developed by the EI team.
5. As the Primary Provider point of contact with families, arrange and facilitate consultation with other team members to promote skill acquisition in all areas of development. Acquire materials and equipment as identified.
6. Promote the child's acquisition of skills through the use of enhanced daily activities in a variety of developmental areas including cognitive processes, communication and social interaction in multi settings.
7. Provide families with information, skills and support related to enhancing the skill development of the child.
8. Work with families to implement techniques that will facilitate communication and language development in their everyday routines.
9. Provides information and promotes discussion in such areas as developmental disabilities, human development, health and other areas of interest to families served by the Early Intervention Program.
10. Travels as needed to provide offsite services.
11. Responsible for the safety of all staff members and persons served under this position's supervision, performance plan.
12. Participates in required amount and type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
13. Complete assigned Strategic Action Plan work activities and Annual Performance Growth Plan.

### **OCCASIONAL RESPONSIBILITIES:**

1. Assist in the development and presentation of in-service and child education programs.
2. Provide personal assistance to those served.

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Revised 11/15/2018

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Early Childhood Education or Communicative Disorders
- Ability to obtain a Special Education Assistant license by WI DPI.
- Demonstrated experience working with infants and toddlers and their families.
- Must have a vehicle that the KAC determines to be in good working order and minimum required insurance.
- Must have a valid driver's license and a good driving record
- Basic knowledge of computer software.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

### **PREFERRED QUALIFICATIONS:**

- Sign language skills
- Knowledge of Speech and Language development

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 50% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Revised 11/15/2018