



JOB POSTING

Early Intervention Teacher

REPORTING TO: Director of Early Intervention / Leaps and Bounds

GENERAL DESCRIPTION: The position of an Early Intervention Teacher, in keeping with the mission of Pediatric Therapy Network, shall perform the following responsibilities with an emphasis on provision of high quality, compassionate, professional services for children with special needs and their families.

RESPONSIBILITIES:

- ◆ The Early Intervention Teacher assumes the role of program Session Leader for the classroom and the responsibilities inherent with the role of Session Leader as it relates to the overall functioning of the early intervention classroom (i.e. creating and maintaining the report tracker, monitoring the timely completion and review of reports, assigning the review of reports with families, monitoring the distribution of reports to the regional center, leading the daily collaboration meetings, and ensuring that the child's and the families' needs are being met by the program) and P.T.N.'s overall commitment to the children and families as reflected in our mission statement. Prepare and post weekly lesson plans in accordance with the curriculum guidelines
- ◆ Facilitate collaboration with the Early Intervention Department Director and Department Coordinators, Supervisors, and fellow Teachers/Session Leaders, to monitor current trends for the determination of future needs and to communicate current status on issues and developments in/with program, staff, and families served. Maintain communication with the department coordinators on any issues of concern or need for guidance, support, or input. Attend teacher and department meetings as scheduled.
- ◆ Collaborate with the therapists to monitor the services provided to children as stipulated in the I.F.S.P., the developmental evaluation as provided by regional center, the child's purchase of service contract, the Hawaii Early Learning Profile (HELP), as well as the child's and the family's goals.
- ◆ Maintain ongoing communication with community partners including, but not limited to, regional counselors, school district personnel, consulting psychologists and therapists (as referred by the regional centers and school districts), doctors, etc.
- ◆ Participate in the early intervention group therapy program both in terms of preparing for and facilitating the social language group during the focused therapy hour, and monitoring the cognitive goals of the children in the social language group.
- ◆ Maintain clear, concise, and informative daily treatment notes on each child who participates in the social language focused therapy hour.
- ◆ Attend staff meetings, parent meetings, including transition meetings and I.F.S.P. meetings, when appropriate. Conduct parent orientations as needed. Provide home visits to address a child's goals by providing play based ideas for carry over in the home and in the community.

- ◆ Clean and maintain toys, equipment, supplies, on an ongoing basis. Maintain the overall classroom, including the diaper changing area and children's cubbies, in a clean and tidy manner. Decorate the classroom in accordance with monthly themes. Notify Director of broken, lost or needed supplies.

QUALIFICATIONS:

- ◆ Experience working with special needs toddlers- minimum 2 years
- ◆ Knowledge of developmental disabilities and intervention strategies
- ◆ Knowledge of typical child development from ages birth to 5 years
- ◆ Leadership experience
- ◆ Excellent communication skills
- ◆ Proficient writing and assessment skills
- ◆ Excellent interpersonal skills
- ◆ Proficient in Microsoft Office
- ◆ Bachelor's degree in Child Development or related field
- ◆ Bilingual – Preferred
- ◆ Ability to drive between two locations as needed

**Please submit your letter of interest and resume to jobs@ptnmail.org.
Position Open through April 26, 2019.**

Pediatric Therapy Network is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender identity, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristics prohibited by state or local law.