



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Early Intervention Specialist

Department: Statewide Education and Family Services (SEFS)

Reports to: Coordinator, Early Intervention Services
Director of Statewide Education and Family Services

Primary Responsibilities

- Collaborate as a team member with early childhood agencies and providers, as described in an interagency Memorandum of Understanding
- Participate in the IFSP/IEP processes, preparing present levels of performance and writing goals and objectives for children
- Provide consultation, in-service training, and support for teachers, caregivers, and professionals
- Participate in the community of practice with other providers of services for children, birth to age five
- Facilitate the communication and language exploration process with families resulting in the writing of a communication and language plan
- Explain the child's language and access needs to families and providers
- Explain hearing assistive technology, including hearing aids (both air and bone conduction), cochlear implants, remote microphone systems, sound field systems, etc. to families and professionals
- Troubleshoot hearing assistive technology with families and professionals
- Utilize digital technology and online platforms for creating materials for instruction and providing distance service provision as necessary
- Provide early intervention services for children birth through age two years, utilizing a coaching model
- Visit homes and facilitating discussions related to hearing levels, communication and language development, communication options/opportunities and overall child development for families of children who are deaf or hard of hearing, birth to age three, and provide such discussion opportunities in an unbiased manner
- Participate in the process of Routines-Based Interview and developing family centered goals for early intervention
- Complete on-site observation of children in homes and daycares
- Maintain professional digital calendar of home and school visits, service provision, and communication

- Document communication and service provision in CINC database (children birth to five) in a timely manner
- Maintain accuracy of child-specific records in MECDHH database systems
- Report monthly activities as requested or required by Coordinator or Director
- Monitor communication and language development through a variety of strategies and assessments
- Complete evaluations upon referral
- Report monthly activities as requested or required by coordinator or director
- Attend and present at conferences as requested by the executive director
- Attend family events as requested by the director
- Abide by all the policies and procedures of MECDHH/GBSD and Federal/State regulations
- Keep abreast of changing instructional and educational developments and trends
- Perform other related duties as assigned

Minimum Skills and Qualifications

- Bachelor's Degree (Masters preferred)
- A minimum of 3 years of experience in Deaf/Special Education (preferred)
- Certification requirements variable depending on background:
 - State of Maine Certification 292 Teacher of the Deaf OR
 - Federal certification through American Speech Language Hearing Association (ASHA) as a Speech Language Pathologist and Maine state licensure as issued by the State Board of Examiners on Speech Pathology and Audiology OR
 - NBCOT (National Board of Certified Occupational Therapist) certification and Maine state licensure from the Maine Office of Professional and Occupational Regulation, Board of Occupational Therapy Practice OR
 - State of Maine Certification 282B Teacher of Students with Disabilities, Birth to age 5, with willingness to obtain 292
 - Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable
- Current Criminal History Records Check (CHRC) Certificate
- Extensive knowledge of child development, with an emphasis on infancy and early childhood, birth to age 3
- Proven skills in the areas of organization, facilitation, program management, data management, and written English communication
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive way
- Ability to work independently, establish priorities, and work collaboratively as a member of a diverse community of professionals.
- High level of professionalism, strong organizational, expressive communication, and writing skills

- Ability to drive throughout the state for caseload, meetings, training, etc.
- Ability to communicate effectively using American Sign Language or willingness to learn
- Openness and unbiased approach to various communication modes for expressive and receptive language utilized by individuals who are D/deaf or hard of hearing
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large
- Willingness to work a flexible schedule in order to meet the needs of students, families, programs, and school districts

Work Environment

This job requires travel to see children and families. The job also operates in children's homes, daycares, and preschool classrooms. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and teleconferencing equipment. The noise level in the work environment is usually moderate.

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 regularly required to sit, as well as use hands to manipulate, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, bend, stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.