

## **JOB DESCRIPTION**

**POSITION TITLE:** Child Development Services  
Educational Consultant

**REPORTS TO:** Site Director

**SUMMARY DESCRIPTION:** The Child Development Services Educational Consultant works as part of a team of colleagues to evaluate and provide services to children. The Child Development Services Educational Consultant, a member of the IFSP/IEP team, evaluates, consults and provides interventions for the purpose of identification, programming, or placement to eligible children birth through 5, and, ensures that services meet the requirements of the Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 as set forth in the Maine Department of Education Regulations Chapter 101.

### **REPRESENTATIVE TASKS:**

#### THE PARENT COMMUNICATION

- Ensures that the Educational Consultant's role with Child Find is explained to the parents.
- Ensures that intake information is elaborated upon and elicits additional information from parents.
- Ensures that parents receive accurate information in a timely manner.
- Ensures that parents receive accurate explanations of the results of the child's assessment and that they understand the data.

#### EVALUATION AND ASSESSMENT

- Establishes rapport with children served.
- Conducts observations in the child's natural environment or LRE setting, as ordered by the IFSP/IEP team.
- Gathers and reviews documentation specific to the child's developmental history.
- Conducts interviews with parents to obtain information when specific to the child's required developmental history and administers assessment and other evaluation materials that are non discriminatory as ordered by the IFSP/IEP team.
- Determines the child's level of functioning and expresses that in a summary of evaluation results and diagnostic impressions in an evaluation report provided for the IFSP/IEP team.

#### RECORDKEEPING AND REPORT WRITING

- Ensures that a written evaluation that comports with Chapter 101 is completed in a timely manner.
- Contributes goals to the IFSP/IEP team and short term objectives where appropriate.
- Writes and maintains required reports to meet Maine Care and other regulatory requirements.

**IFSP/IEP PARTICIPATION**

- Ensures that evaluation findings are reported to the IFSP/IEP team.
- Assists the IFSP/IEP team with goal development based upon assessment results.

**EARLY INTERVENTION OR SPECIAL EDUCATION AND RELATED SERVICES**

- Provides educational assessments, consultations, and interventions as required by CDS.
- Communicates, as necessary, with CDS Case Managers and other providers through the course of the child's IFSP/IEP.

**BILLING DOCUMENTATION (INSURANCE AND MAINECARE)**

- Provides invoices to CDS in accordance with Case e requirements.
- Ensures proper billing to third parties, in accordance with CDS practice.

**OTHER:**

- Completes any other appropriate duties the Site Director deems necessary.

**MINIMUM QUALIFICATIONS:**

- Holds a Department of Education Certificate 079: Special Education Consultant
- Successful background, criminal records, fingerprinting and reference check

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- Working knowledge of child development, disabilities, family systems, and special education methods.
- Ability to establish an effective rapport/relationship with children and parent.
- Ability to interact with a wide variety of people.
- Ability to work collaboratively as a member of an early childhood team.
- Ability to effectively communicate, orally and in writing.
- Ability to maintain composure in stressful situations.
- Ability to travel to a variety of locations to deliver services.
- Ability to motivate young children.
- Ability to adapt assessment techniques to varying personalities and environments without invalidating assessment data.
- Demonstrates knowledge and understanding about Infants and toddlers and/or Preschool children who are eligible under Part B and C of IDEA 2004 and Maine Regulations Chapter 101.