

MONTEREY COUNTY OFFICE OF EDUCATION  
**INFANT SPECIALIST  
SPECIAL EDUCATION**

CLASSIFICATION: Certificated  
SALARY LEVEL: I - VIII

DEFINITION

Under direction, through individual and group instruction, assists infants to fulfill their capacities for mental, physical and social growth; uses teaching techniques and methods appropriate to stimulate their interests and abilities; uses specialized instructional procedures as necessary to meet the individual needs of infants with disabilities; instructs parents in areas of need for infants with disabilities.

SUPERVISOR

Teaching Principal, Special Education

POSITIONS SUPERVISED

Classified Staff (I.A.'s, Secretary, etc.)

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Evaluates infants in the areas of cognition, psycho-motor development, communication, self-help and social/emotional development in programs for infant with disabilities utilizing criterion referenced tests, norm referenced tests and developmental tests appropriate to infants' functioning level; makes referrals to appropriate specialist(s); makes regularly-scheduled home visits for infants in home-based programs; plans and facilitates classroom activities for center-based program; facilitates inclusion opportunities with community infant programs; demonstrates and models appropriate developmental skills through play or interaction with the child and parent; prepares a preplanned schedule of age-appropriate activities for classroom and/or home visits; utilizes a variety of materials and teaching techniques; participates physically with the infants in activities being taught; shares materials and plans with others; develops individualized Family Service Plan (IFSP) with families and participating agencies; facilitates the accomplishment of the outcomes as stated in the IFSP; collaborates with other agency personnel to provide parent support, education and access to other community services; coordinates the duties and responsibilities of the Instructional Assistants and collaborates with other staff members; attends IFSP/IEP and Child Study Team meetings as required; attends staff meetings as requested by the supervisor; uses proper spelling and grammar, oral and written; completes records accurately; conducts all pupil-related procedures in compliance with State regulations and time lines and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

OTHER DUTIES

Performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice

with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district and from school or home site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## REQUIRED QUALIFICATIONS

### Education and Experience

- Bachelor's degree from an accredited college or university
- Appropriate California Special Education Credential authorizing performance of service for

### Knowledge of

- First Aid
- CPR Certification within six (6) months of employment

### Ability to:

- Possess specialized techniques of skills that are pertinent to working with infants with disabilities and their families
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

## DESIRABLE QUALIFICATIONS

- Experience working with infants with disabilities and their families
- Family counseling, occupational therapy, physical therapy training or coursework
- Ability to use manually coded English (SEE and/or Signed English)