

Early Intervention (EI) Program Duties & Responsibilities for Lead Therapist/Teacher



- **Clinical/Educational**

- Lead Therapist of Early Intervention Program responsible for the design, implementation, and management of the clinical/educational program in the Early Intervention classroom.
- Prepare and implement the curriculum based on the students' individual needs, to meet the objectives of individualized education plans, including revising or adapting regular educational curriculum to meet objectives.
- Oversee development of individualized education plans for students.
- Observe, record, and report the progress and behavior of the students, including maintaining daily records during the day.
- Plan and implement programming and curriculum for group activities. Design creative activities based on the monthly themes and learning objectives.
- Supervise, support, and train the Assistant Teacher.
- Ensure targeted objectives are always imbedded into clinical/ educational activities.
- Collaborate with clinical team and other professionals to develop clinical and educational programs to benefit all students.
- Monitor and evaluate students' educational and behavioral progress through regular meetings, routine observations, daily and weekly review of data and weekly clinical meetings with Clinical Director/Team Leader (as relevant).
- Apply behavioral principles consistently in all interactions with students/ clients.
- Consistently implement behavior plans to reduce student socially inappropriate behavior and promote appropriate social behavior.
- Function as an active member of a treatment team.
- Work with clients, consultants, staffs, families, and community to implement child's treatment plan.
- Effectively respond to and manages crisis situations.
- Show flexibility and creativity in working with multiple students at one time, when necessary.
- Organize classroom events such as birthday parties, when needed.
- Serve as substitute when a staff is absent.

- **Administrative**

- Develop program schedules to meet objectives of individual educational plans.
- Submit reports, IEPs and evaluations (as required) in a timely manner.
- Develop program plans and other instructional activities.
- Complete daily paperwork and data collection notes in detailed, accurate, consistent and timely manner.
- Write progress reports, and other requested written assignments related to the student.
- Develop appropriate back-up schedules to cover staff absences.
- Ensure professional communication of students' progress to parents.
- Train and communicate responsibilities in case of staff absence.
- Prepare and oversee the implementation of students' therapy schedules (pull-out sessions).
- Prepare flyers and newsletters, as required.
- Lead team meetings with organize agendas.
- Order an inventory all classroom, food and supplies.
- Document and follow-up on all environmental safety issues.

- Assist in creating instructional materials.
 - Maintain an organized educational environment in the classroom.
 - Ensure availability of educational materials in the classroom.
 - Follow CDC policies and procedures at all times.
 - Serve as liaison between team and administration for:
 - Notify staff of special events, appointments, all program issues.
 - Notify administration of staff sick time, vacation time and personal business days and submit our leave form for approval.
- **Supervisory**
 - The Lead Therapist will report directly into the Clinical Director or Team Leader (as relevant).
 - Supervise therapists' case management responsibilities.
 - Implement personnel policies, including disciplinary procedures, as needed.
 - Participate in weekly supervision meetings with Clinical Director/Team Leader.
 - Support all members of the staff and assists with ideas, suggestions and work duties.
- **Training**
 - Conduct program orientation for new staff.
 - Demonstrate teaching skills to staff.
 - Train and advise therapists on implementing treatment methods and programs.
 - Observe new staff with all students to ensure satisfactory performance prior to working on shift independently.
 - Provide direct training on new educational and behavior programs.
 - Ensure all required training is scheduled.
 - Keep an accurate record of all staff training.
 - Become fluent in the understanding of the Verbal Behavior Milestones Assessment, Placement Program (VB-MAPP).
 - Attend and participate in meetings, fundraisers, and other CDC Sponsored events.
 - Actively participate in staff training programs designed to increase overall skills.
- **Outreach**
 - Coordinate and plan (create agenda) quarterly clinic meetings with families in professional and organized manner (as needed).
 - Ensure timely follow-up on clinic agenda.
 - Coordinate all communications with families and serve as liaison for outside community contacts.
 - Mediate parent concerns and provide positive support for student and family issues.
 - Solicit parent input for development of educational and clinical program.
 - Assure student attendance is documented.
 - All reports should be printed, signed and handed to Operations Department for filing once completed.
- **Physical**

The physical requirements here are representative of those must be met by an employee to successfully perform the essential functions of all direct care therapy

 - Administer protective holds, movement and carries
 - Block student movements against the student weight (40-50 pounds)
 - Physical interventions in response to aggressive and self-injurious behavior.
 - Able to move quickly and confidently to intervene when situations requiring protective holds and/ or movements are deemed necessary.

- Pursue bolting student when necessary.
- Successfully complete required training (non-violent self-defense) as mandated by CDC.

- **General**

- Must have a Bachelors'/Masters' degree in a relevant discipline (e.g. Education, Early Childhood Studies, Psychology etc.).
- Must have at least 3-5 years of experience working with special needs children, including autism.
- Must have experience in a supervisory role for at least 2 years.
- Implement all safety and emergency procedures.
- Show a positive and supportive attitude toward CDC and its policies.
- Set a good example in terms of dress, punctuality and attendance.
- Accept and utilize feedback from staff and supervisor(s).
- Communicate clearly and effectively with colleagues.
- Create supportive and cohesive work environment.
- Behave respectfully and sensitively to cultural and religious norms and values at all times.
- Communicate in a professional and respectful manner with parents, therapists and clients.
- Establish and maintain cooperative relationships within a multidisciplinary team
- Present oneself in a polished, professional demeanor at all times.