

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7100
Pay Grade: D12

FLSA: Non-exempt

INFANT TODDLER SPECIALIST

MAJOR FUNCTION:

Provides direct developmentally- focused services and consultation to children and families. Provides consultation to paraprofessionals for linking screening results to appropriate materials and activities. Models appropriate expectations of/and interactions with infants and toddlers and their families.

DUTIES AND RESPONSIBILITIES:

- Provides developmental screenings for children
- Maintains records, progress notes and documentation as required by administrative regulations
- Provides direct developmentally-focused services to the child and family in natural environment
- Demonstrates and models specific techniques to parents and home visitors
- Recommends appropriate adaptations in materials, activities, and environment
- Develops and adheres to daily schedule
- Participate in staffing, IEP, FSP, and other professional meetings
- Provides structure play group opportunities for children and families
- Works effectively in a team environment
- Performs related work as required

MINIMUM QUALIFICATIONS:

Sixty (60) college credit hours in early childhood education, special education, psychology, or a related field. Two (2) years direct experience with 0 to 36 month old children within a working environment. Demonstrated functional literacy and specific academic skills at the level required to perform the above-mentioned duties and responsibilities. Possession of a valid State of Florida Class E noncommercial driver's license; and dependable personal transportation for daily job use.

PREFERRED:

Infant Toddler Developmental Specialist Certificate. The ability to speak Spanish. Experience working directly with children and their families. Demonstrated proficiency in the use of Microsoft Office.

ISSUED: 3/2010 RAS/LMCK; BOARD APPROVED: 5/11/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

INFANT TODDLER SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job	X				

Infant Toddler Specialist – PES