



**Title:** Early On Service Provider -CONTRACTED  
**Reports to:** Early Learning Services Supervisor

**FLSA:** Non-Exempt  
**Updated:** Feb. 2024

## Position Summary

This is a grant-funded position that is contracted through Thumb Educational Services and will be considered ongoing unless funding is significantly reduced or terminated.

Responsible for screening, assessing, developing and providing specialized, research-based instruction to meet the unique needs of children and families with developmental delays and/or disabilities as identified through the Individualized Family Service Plan (IFSP) process. The overall goal is to provide comprehensive, coordinated interagency services to families, utilizing the families' strengths to meet their unique individual needs.

## Principal Duties and Responsibilities

*(Essential functions in terms of the Americans with Disabilities Act)*

- Understand and adhere to FERPA requirements for family confidentiality.
- Conduct assessments of family, clinical observation, developmental and health history with tools provided.
- Complete timely and accurate written documentation of evaluations and services provided.
- Create written evaluation reports and enter into management system such as EdPlan while complying with state mandated timelines.
- Effectively organize variety of paperwork and provide case management.
- Act as Service Coordinator by arranging initial and ongoing visits with families and coordinate with other COPESD staff by the state mandated timelines resulting in appropriate services.
- Ability to make decisions and problem solve collaboratively with teams of service providers in partnership with the family.
- Work toward a positive, productive relationship with families of Early On eligible.
- Collaborate and work cooperatively with COP ESD and community colleagues to further support families.
- Take initiative and work independently when given a variety of responsibilities and assigned tasks.
- Attend training pertinent to the position.
- Positively represent the ISD. Be trustworthy and have good work ethic.
- Must be able to lift up to 50 pounds.
- Other duties as assigned by Supervisor.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

## Preferred Employment Qualifications

**Education:** Professional Training- Associates or Bachelors in Child Development, Early Childhood Education or related field preferred. Demonstrated competency of the Essentials of Early On® with 80% proficiency on all 5 competency quizzes or willing to complete within 6 months of start date. Pay will be based on experience and credentials.

**Experience:** Minimum of 1 - 3 years' experience working with children and families (0-3) in an early childhood/home setting.

**Knowledge:** Early On process, Infant-Toddler Developmental Assessment (IDA-2), Devereux Early Childhood Assessment for Infants and Toddlers- (DECA) and EdPlan. Additional preferred knowledge includes, but is not limited to teaming, family coaching practices, Strengthening Families Protective Factors Framework, Theraplay, Trauma-Informed Care and/or Trust-Based Relational Intervention® (TBRI).

**Certificates, Licenses, or Registrations:** Valid Michigan driver's license required. Michigan Association for Infant Mental Health Endorsement (IMH-E) and /or other childhood certifications preferred.

**Other Knowledge, Skills, and Abilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Required:**

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Advanced knowledge and proficiency in the Microsoft Office Suite and Google.
4. Ability to effectively manage multiple tasks to meet deadlines.
5. Ability to work as part of a highly motivated, interdisciplinary team.
6. Ability to consistently and reliably perform all duties of the position.
7. Timely, regular and consistent daily attendance is required.
8. Must be able to pass pre-employment background checks.

**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 or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

**Work Environment:** The noise level in the work environment is usually quiet to moderate.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## Terms of Employment

**Annual Work Days:** Contracted hourly, up to 5 days a week, 7 hours a day.

**Salary Scale:** Compensation through Thumb Educational Services, hourly rate is between \$16 - \$20 depending on credentials and experience.

**Application Deadline:** February 29, 2024 at 3:00 p.m. (or until filled)

**Application Procedure:** Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

Mrs. Karyn Rauch-Smock, Early Learning Services Supervisor  
COPESD  
6065 Learning Lane  
Indian River, Michigan 49749  
Fax: (231) 238-8551  
Email: [rauchsmock@copese.org](mailto:rauchsmock@copese.org)

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy. This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.