



**Title:** Early On Service Provider with preference for SLP, OT, or EC Teacher with ZS endorsement  
**Position Location:** Otsego County  
**Reports to:** Early Learning Services Supervisor  
**FLSA:** Non-Exempt  
**Updated:** April 2025  
**Starting Date:** Spring 2025

## Position Summary

Responsible for screening, assessing, developing, and providing specialized, research-based instruction to meet the unique needs of children with developmental delays and families as identified through the Individualized Family Service Plan (IFSP) process.

## 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 student management systems, such as EdPlan, while complying with state-mandated timelines.
- Effectively organize a variety of paperwork and provide case management.
- Act as Service Coordinator by arranging initial and ongoing visits with families and coordinating 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 eligibility.
- Collaborate and work cooperatively with COP ESD and community colleagues to further support families.
- Attend program updates with Early On Training and Technical Assistance ( EOTTA) and any other training pertinent to the position.
- Take initiative and work independently when given a variety of responsibilities and assigned tasks.
- Other duties as assigned by the 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:** Bachelor's or higher degree in Child Development, Early Childhood Education with ZS endorsement, Speech and Language Pathology, School Social Work, or Occupational Therapy, or a related field.

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

**Knowledge:** Early On process, Infant-Toddler Developmental Assessment (IDA-2), Devereux Early Childhood Assessment for Infants and Toddlers (DECA), and student management systems. 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 and certification of specialization is required. Essentials of Early On® and/or Michigan Association for Infant Mental Health Endorsement (IMH-E) 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 all required deadlines.
5. Ability to work as part of a highly motivated, interdisciplinary team and independently motivated.
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 up to 50 pounds, 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:** 183 days/1281 hours

**Salary Scale:** In accordance with the Professional Staff Contract Agreement on [COPESD website](#)

**Application Deadline:** May 9<sup>th</sup> 2025 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@copesd.org](mailto:rauchsmock@copesd.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.