

# Mat-Su Services for Children and Adults, Inc.

5000 E. Shennum Drive  
Wasilla, AK 99654  
Phone 352-1200 Fax 352-1249

## POSITION VACANCY Infant Learning Teacher Full-time or Part-time

The Infant Learning Program is a division of Mat-Su Services for Children and Adults, serving residents of the Mat-Su valley who experience developmental disabilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide screening and assessment of developmental performance for children birth through age two in areas of gross motor, fine motor, cognitive, social/emotional, language and self-help skills
- Develop and monitor implementation of an Individualized Family Service Plan (IFSP) which is based on assessment results and parent goals for their child and family.
- Assist families in coordinating information and communicating with other service providers and community agencies that provide assistance to them and their child.
- Work to establish a trusting relationship with families by providing regular contact through home visits.
- Maintain confidentiality of children/families and their records.
- Prepare and submit all required paperwork in a timely manner.
- Assist parents in developing confidence in their ability as their child's best teacher in planning and implementing activities designed to enhance the child's potential for optimum development.
- Complete enrollment procedures for children eligible for Infant Learning services.
- Assist parents in transitioning to public or private services when the child reaches age three or when exiting the program.
- Participate in ongoing staff development and education with the approval of supervisor.
- Maintain accurate and up-to-date records.

### **EMPLOYMENT BENEFITS:**

Major Medical Insurance	Vacation Pay	Professional Liability Insurance
Life Insurance	Paid Holidays	Employee Assistance Program
Voluntary Dental Insurance	Paid Sick Leave	Jury Duty/Funeral/Personal Leave

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Special Education, Early Childhood Education, Physical Therapy, Occupational Therapy or Speech/Language Therapy.
- At least one year experience providing parent training, developmental assessment and educational planning for children birth to age 5.
- Current TB test.
- Valid Alaska Driver's License.
- Five (5) years driving experience.
- Proof of clear driving record.
- Clear criminal history. Must provide 2 clear fingerprint cards before hire to submit for a background check.
- Current auto insurance.

### **Salary – DOE**

Applications and complete copies of the job description can be obtained at Mat-Su Services for Children and Adults, Inc. main office, 5000 East Shennum Drive, Wasilla, AK 99654 or email [apply@mssca.org](mailto:apply@mssca.org) to request an application or transfer request.

**Open until filled. – Please complete application or transfer request and submit to Jean Kincaid.**