



LEKOTEK LEADER JOB DESCRIPTION

A Lekotek Leader has both specialized training and an abiding commitment to the welfare of children with special needs. Styles may vary, but underneath, some very specific attributes must be present in a candidate to ensure success. Lekotek Leaders form a partnership with the family and other people who provide resources to the child and family. This role demands enthusiasm and compassion. Children with special needs often do not engage in spontaneous play. Yet, if these children are to develop to their full potential, they must be stimulated, lured and coaxed into the world around them. The Lekotek Leader must draw upon every creative resource. The efforts are considerable, but the rewards of performing meaningful work are incomparable.

The optimal Lekotek Leader will have the following educational, professional and philosophical background including:

- A Bachelor's degree in special education or a therapeutic discipline (Occupational, Recreational, Music, Art, Physical Therapy, and/or Speech Language Pathology).
- One year direct-service with infants and children with special needs ages 0-13.
- Comprehensive knowledge and understanding of disability and family-centered practice
- An appreciation of the value of play for children with special needs.
- An awareness of disabilities.
- An interest in using computers with children with special needs.
- Knowledge of typical and atypical child development.
- Excellent written and verbal communication skills.
- Ability to organize and plan effectively.
- Ability to work under and meet stringent timelines.
- Ability to effectively operate and use a computer and other information management systems.
- Ability to work well with diverse groups and teams.
- Public speaking experience and skill.
- Ability to take a proactive and leadership role in organizing, coordinating, and implementing projects with proper follow through.
- Ability to acquire Lekotek Leader certification through NLC's standardized training program.
- Depending on the needs of the families and children, Spanish proficiency or ASL proficiency will be required.

All Lekotek Leaders must be certified by the NLC. To become certified each Lekotek Leader must complete Lekotek Leader training. Those who do not meet the "optimal" qualifications listed above but who have other exceptional qualities must complete the Lekotek Leader Training Pre-Approval form. The applicant will be reviewed by NLC to determine training status.

Position Summary:

The Lekotek Leader is responsible for providing developmentally appropriate play activities and techniques utilizing interactive play, toys, and materials for children with disabilities. The Leader coordinates and implements family support services and resources to empower families while building on the strengths of the entire family unit.

National Lekotek Center

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LEKOTEK LEADER JOB DESCRIPTION...*(continued)*

The Lekotek Leader ensures that the play session:

- Incorporates consideration of the needs and interests of the child and the goals of the family
- Provides opportunities for the child to lead or guide play activities.
- Provides opportunities for the child to explore different developmental domains (physical, cognitive, social/emotional, communicative and sensory).
- Provides opportunities for failure-free play and spontaneity.
- Provides a fun and safe environment for the child and family as a whole.
- Provides parental support and materials for educational and support purposes.

Responsibilities for a Full-Time Lekotek Leader:

- Conducts monthly play sessions.
- Provides direct services for a caseload of 50 families through play sessions, home visits, play groups
- Completes family-intake process and maintains records through regular documentation of activities and services provided to children and families, in accordance with agency policy.
- Identifies the specific needs of families and provides appropriate referrals, resources, and follow up activities. May be asked to accompany family to school staffing or to communicate with other professionals about individual family needs, with written parental consent.
- Conducts presentations and trainings to provide information to families, communities, and other professional organizations on Lekotek's mission and services.
- Assists in the inventory and maintenance of the toy and parent resource libraries and manages the library system and records.
- Keeps program equipment and facilities clean and orderly. Maintains and assesses the quality and condition of toys, materials, software, computers, and supplies through periodic inspections. Works with toy hygienist to make sure toys are sanitary. Makes recommendations for replacement of materials and additions to materials to meet the needs of families.
- Assists in program evaluation activities, including input into the evaluation protocol and assisting in completing client interviews or surveys as directed.
- Compiles and completes monthly, quarterly, and annual statistical reports and program summaries, in accordance with agency policy.
- Increases the awareness of Lekotek's mission and programs through collaborative efforts with social and professional organizations.
- Maintains expertise and develops new knowledge through regular in-service and continuing education activities, as planned and approved by supervisor.
- Adheres to agency/program policies and procedures including safety policies.
- Travels to various sites of service delivery independently.
- Must be able to access buildings and homes with multiple stories.
- Must be able to lift and position small children.

Hours of Employment: The hours of employment will be determined in cooperation with Supervisor and will be based on those that will meet most families' schedules, including some evening and weekend hours. The normal work week is forty hours.

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