

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Disabilities Coordinator
SALARY LEVEL: H

LAST UPDATE: 2013
REPORTS TO: Children's Services Specialist

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Develop, monitor and coordinate the Disabilities work plan with appropriate involvement of the Health Advisory Committee and Policy Council.
3. Monitor, facilitate and report on services to children with a disability enrolled in Head Start/Early Head Start. Share disability information with other members of the Children's Services team monthly and regularly at Children's Services Advisory meetings.
4. Participate in the development of Individual Education Plans/Individual Family Service Plans.
5. Track referrals, assessment results and attend IEP/IFSP meetings to support parents.
6. Assist Lead Educational Agency (LEA) with Child Find
7. Maintain liaison relationships with other agencies, school districts, Infant Toddler Program, organizations and groups providing services to children with a disability.
8. Correspond with LEAs and maintain current Early Childhood Interagency Agreements with all LEAs in our service area.
9. Update Head Start/Early Head Start website monthly, or as needed.
10. Annually update Parent Handbooks "For Parents of a Child with Special Needs" and "Building Bluebirds: A Transition Booklet".
11. Participate in the development of and monitor contracts and letters of agreement as needed.
12. Participate in the development of Federal & State disability funds and budgets.
13. In coordination with education coordination, complete developmental screening assessments.
14. Attend training to stay up to date of changes/developments in Infant/Toddler Program and Idaho Department of Education.
15. Provide training for staff on inclusion, transition, referral procedures and forms.
16. Maintain CSI Head Start/Early Head Start's RIF program.
17. Complete staff CDA renewal observations and recommendations.
18. Participate in family staffing and annual self assessment.
19. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned

QUALIFICATIONS ESSENTIAL:

- Baccalaureate degree in Early Childhood Education or closely related field
- Must meet Idaho's Department of Education Certification requirements for preschool special education teachers.
- At least two years experience in working with preschool children with a disability and their families.
- Knowledge of disabling conditions and appropriate treatment plans.
- Knowledge of community resources available for children with a disability.
- Ability to develop and to provide training and technical assistance to adults.
- Ability to communicate effectively with children and adults.
- Complete criminal record check from the Department of Health and Welfare Criminal History Unit prior to consideration for hire.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place