

**POSITION TITLE:** Coordinator of Early Head Start/Head Start Student Support & Intervention

**Qualifications:** Minimum of a bachelor's degree in special education, occupational therapy, physical therapy, speech and language pathology, child development, or related field required. Master's degree preferred. A minimum of three (3) years related experience working with children with special needs and their families. Must also possess a postgraduate professional license and endorsement in administration and supervision. One (1) year of experience as a grade level chairperson, lead teacher, or school-based compliance coordinator is preferred. Knowledge of the Early Head Start (EHS)/Head Start Program and the special education process. Must have excellent organizational, oral and written communication and supervisory skills. Must be computer literate and able to work independently and to effectively handle multiple assignments simultaneously and the ability to work efficiently under minimum daily supervision. Must be in possession of a valid driver's license and able to obtain a valid Virginia Driver's License within six months of employment, as well as, use of a personal vehicle.

**PERFORMANCE EXPECTATIONS:** Oversee the Disability Service area component of the EHS/Head Start Program. Collaborate with Head Start and Early Head Start staff to ensure completion of all developmental screenings (speech, hearing, and vision) is completed in accordance with the Head Start Federal Performance Standards; Review each child's developmental screenings to determine next course of action for children who did not meet the developmental screening cut-off (i.e. follow-up, educational intervention services, additional screenings, etc.). Organize and coordinate the program's disability services effort which includes recruitment, enrollment, screenings and coordination of specialized services. Coordinate and process pre-referrals and referrals for special education using the Head Start diagnostic criteria checklist to determine the appropriateness for a child participation in the special education process; work in collaboration with the child's parents, EHS Specialist or Head Start Child Development Specialist, and teaching staff to provide intervention strategies for children not eligible for special education services. Serves as administrator/designee of the multidisciplinary team for Head Start children going through the special education process (child study, assessment, eligibility, IEPs, etc.) and ensures all aspects of the process is being followed in accordance with the Head Start Federal Performance Standards, local, state and other federal regulations. This includes preschool children being considered for a 504 Plan. Schedules and coordinates child study, eligibility, Individual Education Plan (IEP) and IEP review meetings, ensuring parental consent and permission forms are signed and evaluator's are informed of the required evaluations and timelines. In conjunction with other qualified professionals of the multidisciplinary team, participate in the development of an IEP. Enter all aspects of the special education process into the schools' IEP on-line system. Develops and maintains a system for tracking and monitoring all activities of EHS/Head Start children with disabilities to ensure that program procedures, state and federal guidelines and mandates are being followed. Submit required monthly program reports to Program Manager. Develop, monitor and coordinate the Disabilities services plan. In partnership with the Program Manager, develop and monitor Interagency Agreements with the Local Education Agencies (LEAs) and the city's local early intervention agency. Work with teaching staff to develop, implement and document the transition of children from special education programs and conduct end of the year Individual Family Service Plan/Individual Education Plan (IFSP/IEP) reviews for children transitioning to preschool or Kindergarten. Provide guidance and developmentally appropriate strategies to maximize successful inclusion and continuity of care for children with disabilities. Plans conduct or coordinate training for EHS/Head Start staff and parents. Participate in the program's self-assessment and community needs assessment. Organizes

and coordinates the program's disability services effort which includes recruitment, enrollment, screenings and coordination of specialized services. Attends trainings and/or conferences to keep staff abreast of all EHS/Head Start mandates and special education laws. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Coordinates services to children with disabilities and delivers a full range of psychological/developmental services. Work requires sitting, occasional walking, light lifting of office items up to 30 pounds, fingering and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data and determining the accuracy and thoroughness of work.

**REPORTS TO:** Manager Head Start

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 125

**LENGTH OF CONTRACT:** 216 Days (11 months)

**FLSA:** Exempt