ST. MARY’S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

COORDINATOR OF INFANTS AND TODDLERS PROGRAM/EXTENDED PART C

POSITION: Coordinator of Infants and Toddlers Program/Extended Part C
REPORTS TO: Supervisor of Special Education
LOCATION: Department of Special Education

NATURE OF WORK:
The Coordinator of Infants and Toddlers Program/Extended Part C works directly with the school based administrators, staff, parents, Central Office staff and local provider agencies to facilitate professional development, data collection, best practice interventions and Individual Family Service Plans/Individual Education Plans (IFSP/IEP) implementation in the Birth through six educational models. The Coordinator of Infants and Toddlers Program/Extended Part C provides technical assistance, training, and compliance monitoring and program evaluation.

ESSENTIAL FUNCTIONS:
▪ Work collaboratively with the Local Infants and Toddlers (IT) Program Director and partner agencies and staff to implement the full continuum of services for IFSP and Extended IFSPs; and
▪ Work in collaboration with the Supervisor of Special Education to build and maintain a seamless system of service provision for eligible children and their families, birth through five.

DUTIES AND RESPONSIBILITIES:
▪ Work collaboratively with the Supervisors of Special Education to monitor and support the St. Mary’s County Public Schools (SMCPS) State Performance Plan (SPP) Indicator and Outcomes;
▪ Maintain and monitor Early Childhood Accountability System (ECAS) data system;
▪ Plan and implement on-going professional development with the IT/PSSE programs;
▪ Provide mentorship to the new IT and PSSE staff in collaboration with the Supervisors of Special Education;
▪ Assist in the development and submission, and monitoring of the SMCPS and lead agency grants;
▪ Conduct the intake of new IT referrals as part of the IT interagency agreement;
▪ Assist in the specialized assessment and programming needs for young children;
▪ Conduct parent training in accordance with grant and department initiatives;
▪ Assist in the identification of service providers for the year round service provision;
▪ Support staff in the implementation of instructional plans in accordance with the child’s IFSP/IEP;
▪ Provide on-going monitoring and data review at a student, classroom, and system level;
▪ Provide technical assistance and training for staff working with children birth to six years;
▪ Conduct visits to children and families in their natural environments and community settings to support strategies identified on the IFSP/IEP;
▪ Use skills and knowledge to support staff in all compliance areas for the IFSP/IEP;
▪ Conduct home visits and screenings of children referred to the Infants and Toddlers Program for consideration of eligibility;
▪ Consult with community agencies regarding needs of specific children and their families;
Establish and maintain effective working relationships with the state and local agencies as well as special education staff and community organizations involved in the provision of services to young children;

Attend state and local meetings and participate on relevant internal and external committees; and

Other duties as assigned.

QUALIFICATIONS:

- Master’s Degree in Special Education and certification in Early Childhood Education;
- Knowledge of developmental milestones and characteristics of young children with developmental delays; and
- Minimum of three years of successful teaching experiment in the area of Infants and Toddler or Pre-school Special Education.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#3) for twelve-month employees – Range 1-7.

BARGAINING UNIT ELIGIBILITY: EASMC