



Early Childhood Special Education Intake Coordinator

Department: Special Education

Contract: 210 Days .4 FTE

Supervisor: Spec Ed Supervisor; Director of Spec Services

Status: Exempt; Certified Contract (TOSA)

Position Overview & Responsibilities

First source of contact for families referred to STMA Early Childhood special education services. Coordinator collects referrals from teachers, parents, and providers providing a smooth transition to the intake team in a timely manner. Duties include collecting initial information from referral sources, contacting families regarding the evaluation process, and obtaining appropriate authorizations while monitoring timelines in compliance with state and federal regulations.

- Work in close consultation with the director of special services and special education supervisor to assist in coordinating early childhood special education referral and evaluation services.
- Process referrals received from Help Me Grow and other agencies in a timely manner and follow up for other needed services and supports.
- Maintain communication between referral sources and evaluators.
- Inform families of their rights and procedural safeguards as identified under Part B and C of IDEA.
- Maintain confidential, accurate records of child health/development and family status/concerns; maintain database information as required. Request and send medical records and reports.
- Coordinate and schedule initial evaluations in collaboration with the Early Childhood Assessment Team (ECAT).
- Assist in planning and implementing transition activities for children eligible for school district services at age three.
- Attend required inservice/training/staff meeting as scheduled - IEIC/MDE.
- Collaborate with early childhood screening coordinator; and assist families through the early childhood screening/referral/evaluation process.



Minimum Qualifications

Requires Bachelor's degree in Education and a Tier 2, Tier 3, or Tier 4 Minnesota teaching license in Early Childhood Special Education or equivalent. A minimum of two years of experience in early childhood programming and a minimum of one year of school administration experience is strongly preferred.

Additional requirements

- Must be able to maintain confidentiality.
- Must possess strong written and verbal communication skills, the ability to work with diverse groups of people, and the capacity to kneel, stoop, crouch, crawl, and lift up to 30 pounds.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.