TITLE: Coordinator of **DATE:** June 30, 2004
    Early Intervention Services **REVISED:** August 13, 2014
                   August 10, 2016

REPORTS TO: Supervisor of Special Education

APPROVED BY: Board of Directors

JOB SUMMARY: Assume responsibility for the development and coordination of interagency and child and family linkages in the community to ensure provision of early intervention services for all eligible young children.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Explain procedural safeguards and ensure that eligible young children and their families receive the rights and protections to which they are entitled.

2. Coordinate the schedule for Infant/Toddler evaluations and assessments.

3. Facilitate, monitor, and participate in the development of the evaluation /reevaluation report and Individualized Education Program (IEP).

4. Facilitate relationships with local county agencies to best meet the needs of families and children.

5. Establish and maintain a supportive, working relationship with teachers, administrators, parents and others responsible for meeting the needs of eligible young children.

6. Organize and participate in programs activities and training initiatives in the region and across the state.

7. Provide parents of eligible young children with relevant information, education, and resources in an ongoing and/or as needed basis.

8. Maintain awareness and knowledge of current research and state/federal regulations in early intervention.

9. Support, develop, and provide professional development activities for early intervention staff.

10. Coordinate transition activities for eligible young children entering and exiting early intervention services.

11. Maintain and update electronic database system and generate program reports.

12. Perform other duties as assigned by the Supervisor of Special Education.

QUALIFICATIONS:

- Three (3) years of experience in family /preschool children's services required
- Bachelor's degree in a related area (e.g., special education, early childhood, psychology)required
- Current PA Special Education and/or School Psychology certification required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to perform aspects of Safety Mechanics
- Ability to mostly sit with some walking and standing

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to speak and write clearly and concisely
- Ability to listen well and respond appropriately
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)