

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of
Early Intervention Services

DATE: June 30, 2004
REVISED: August 13, 2014

REPORTS TO: Director 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 that all early intervention services for children and

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist and enable eligible young children and their families to receive the rights and protections to which they are entitled.
2. Coordinate evaluations and assessments.
3. Facilitate and participate in the development of the evaluation report and Individualized Education Program (IEP).
4. Facilitate relationships with various 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 and training activities in the region and across the state.
7. Provide parents of eligible young children with expanded information, education, and resources in an ongoing and/or as needed basis.
8. Maintain familiarity with and knowledge of recent trends and regulations in early intervention.
9. Responsible for coordination of all transition activities.
10. Perform other duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Five (5) years of experience in family or children's services required
- Bachelor's degree in a related area (e.g., social services, special education, early childhood, human development) required
- Master's degree 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.)