



Job Description

POSITION TITLE: Coordinator II #6095
Head Start Disability Coordinator
Head Start San Joaquin
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with major coursework in social work, special education, early education, speech pathology, physical therapy, educational psychology, or a closely related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working administering and/or coordinating child and/or family disability services in a multi-disciplinary setting, including two years of experience in administering or coordinating disability services or disability departments in a Head Start or Early Head Start program or similar agency providing services to families in poverty. Masters degree in a closely related field. Experience in an educational setting with an emphasis in early childhood education, birth to five.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods in assessing and evaluating the quality and delivery of educational services to children with disabilities; local, state, and federal laws and regulations governing Head Start and Early Head Start disability services including provisions of 45 CFR Part 84, Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, and of the Americans with Disabilities Act of 1990, (42 U.S.C. 12101); current ADA cases and practices related to children with disabilities; techniques and resources utilized in assessing and evaluating special education needs of children; human development with an emphasis on cognitive development in infancy, childhood and adolescence; ethics in relation to child and family disabilities services; staff development and in-service methods and techniques; disabilities curriculum; community resources including family support services, emergency and crisis services, and child protective services; cultural differences that influence parenting skills and family environments; data collection techniques; and operations of applicable computer hardware and software as related to report writing, record keeping and analysis.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Head Start Director, The Head Start Disability Coordinator shall monitor, assess and advise the SJCOE Head Start Grantee Program and its partner agencies in the application of, and compliance with local, state, and federal regulations in the delivery of educational services for children with disabilities and their families enrolled in the Head Start and Early Head Start Program.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare monthly and annual reports as needed for program. Gathers data for program reports from partner agencies as related to program requirements.
12. Oversee and manage budgets.
13. Monitors partner agencies to ensure confidentiality criteria regarding student disabilities is adhered to.
14. Reviews and recommends for approval partner agencies staff development and in-service training programs related to disabilities services.
15. Advocate for children with disabilities.
16. Develop informational materials for partner agencies use in work related to protecting and nurturing the education of children with disabilities.
17. Provides educators and related support staff with support materials and resources.
18. Reviews and keeps staff current on requirements of state and federal laws, rules and regulations.
19. Consults regularly with partner agencies on the progress of disabilities services and of the children with disabilities that are enrolled.
20. Advocates with assigned partner agencies in their community for appropriate services for children with disabilities and their families.
21. Provides consultation and expertise regarding needs assessment and goal setting for parents and enrolled children.
22. Coordinates with training and technical assistance (TTA) team, develops, implements, and coordinates staff, partners, and community training programs related to disability services.
23. Provides specialized information in the preparation of applications for disability services, and participates in the annual planning and refunding process.
24. Represents SJCOE Head Start on local, regional, or national committees or councils to address disability issues and trends.
25. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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