

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

COORDINATOR OF INFANTS AND TODDLERS PROGRAM

POSITION: Coordinator of Infants and Toddlers Program

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Works 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
- Works 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
- Works 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.
- Maintains and monitor Early Childhood Accountability System (ECAS) data system
- Plans and implements on-going professional development with the IT/PSSE programs
- Provides mentorship to the new IT and PSSE staff in collaboration with the Supervisors of Special Education
- Assists in the development and submission, and monitoring of the SMCPS and lead agency grants
- Conducts the intake of new IT referrals as part of the IT interagency agreement

- Assists in the specialized assessment and programming needs for young children
- Conducts parent training in accordance with grant and department initiatives
- Assists in the identification of service providers for the year round service provision
- Supports staff in the implementation of instructional plans in accordance with the child's IFSP/IEP
- Provides on-going monitoring and data review at a student, classroom, and system level
- Provides technical assistance and training for staff working with children birth to six years
- Conducts visits to children and families in their natural environments and community settings to support strategies identified on the IFSP/IEP
- Uses skills and knowledge to support staff in all compliance areas for the IFSP/IEP
- Conducts home visits and screenings of children referred to the Infants and Toddlers Program for consideration of eligibility
- Consults with community agencies regarding needs of specific children and their families
- Establishes 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
- Attends state and local meetings and participate on relevant internal and external committees
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Master's degree in special education
- Professional Certification/License in Early Childhood Education
- Three (3) years of successful teaching experience 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 Specialist Career Ladder for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Update 07.2024, 05.2025