York County Community Action Corp.
Children’s Services
Special Services Coordinator
Job Description

REPORTS TO: Early Childhood Education Manager
STATUS: Non Exempt, Full Time
PAY GRADE: 5
EMPLOYMENT PERIOD: 35 hours for 14 weeks; 37.5 hours for 32 weeks

PURPOSE: The Special Services Coordinator is responsible for the coordination of disabilities services under the direction of the Early Childhood Education Manager. Responsibilities include supporting and coordinating direct services for children, including being the liaison between service providers, teachers, families and Children’s Services component managers. As well as providing supervision and guidance to assign Lead Teachers. The Special Services Coordinator contributes to ensuring the agency’s full compliance with the Head Start Performance Standards. This person must be willing to travel and have own vehicle. Staff must show proof of a valid license and insurance annually.

RESPONSIBILITIES:
1. Coordinates services for children with disabilities and/or children requiring special services.
2. Acts as the liaison between CDS and YCCAC Children’s Services staff.
3. Facilitates and ensures follow up on all recommendations for additional services.
4. Responsible for being the first point of contact for teachers seeking individual observations by the Mental Health Consultant and for tracking referrals made to the Mental Health Consultant.
5. Works with the Mental Health Consultant and teachers to develop positive behavior support plans, and as necessary to review and approve prescriptive programs.
6. Works with Mental Health Consultant to ensure support is provided and referrals to CDS and community providers are made when necessary, as well as to regularly review developmental screenings and observations.
7. Provides technical assistance for families in the completion of outside agency paperwork requirements. This can include attending home visits at the request of the teacher, parents and/or family services liaison.
8. Works closely with component managers: Education, Health/Nutrition and Family Engagement in the assessment process and follow up to assure that the special needs of each child with disabilities are met.
9. Supports families and teachers with the coordination of referrals to outside agencies for children as requested.
10. Assists with screenings and referrals, when necessary.
11. Attends IFSP, IEP and transition meetings if requested/needed to support families.
12. Tracks all referrals and assessment results, which include DIAL4 screenings by CDS or in-house, in Child Plus management software.
13. Provides support to teachers in interpreting the IFSP/IEP goals and objectives and supports teachers in the implementation of the goals and objectives.
14. Refers teachers to Early Childhood Education Manager for support in planning and individualizing for children.
15. Responsible for maintaining open communication between classroom teachers, special instruction providers and parents of children receiving therapy.
16. Completes periodic record check on all children with special services to assure technical assistance and services are being provided as needed.

17. Responsible for monthly reports and record keeping of all disabilities/special services information. This includes ensuring that all IFSP/IEP are up-to-date and uploaded into Child Plus Management Software.

18. Coordinates transition of children with disabilities to Public Schools, and assures that all transition forms are sent to public schools according to schedule.

19. Meets quarterly with the monitoring team to analyze and discuss classroom and program data.


21. Attends appropriate training workshops, conferences and other meetings as a representative of the program.

22. Represents the program in the community in a positive manner.

23. Helps plan and provides support for classroom coverage to allow classroom teacher to attend transition meetings, transition to public school and IEP/IFSP meetings.

24. Attends Program Educational Team Meetings to set goals and give and receive updates with the Education Team: ECE Manager, Early Learning Mentor/Coach, Mental Health Consultant and Site Coordinators.

25. Inventories supplies and classroom materials needed for children with special needs prior to the start of the school year or as needed throughout the school year.

26. Assists with the PIR (Program Information Report) in the spring of each year.

27. Meets regularly (Monthly) with the assigned Lead Teachers for supervision and keeps up-to-date supervisory documentation.

28. Supports Lead Teachers in their role as supervisors to evaluate and supervise classroom staff and volunteers. (when applicable)

29. Approves weekly electronic time sheets for assigned staff, by required timeframes.

30. Monitors and reports on assigned center/classroom data to ensure full compliance with Head Start Performance Standards/licensing regulations and that we are making progress towards identified Program/School Readiness goals.

31. Assists in keeping common areas and equipment within the Head Start Office neat and clean.

32. Adheres to all program policies/procedures and Staff Code of Conduct.

33. Maintains strict confidentiality at all times, adhering to programs PII policy.

34. Completes other tasks as assigned, or as necessary to fulfill the position.

In order to meet the needs of families and the program, staff must be available in the evenings for parent meetings, recruitment efforts, home visits, etc., as necessary.

QUALIFICATIONS:

1. Associates degree in Early Childhood Education, Special Education or related field

2. The Special Services Coordinator must have a minimum of three years experience working with children birth-5 with disabilities and their families.

3. Must have effective communication skills, both oral and written.

4. Must have good computer skills and the ability to pay close attention to detail.

5. Must have experience with communicating to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/IFSP plans, re-evaluations, providing community resources, as well as parental rights granted by IDEA (Individuals with Disabilities Education Act).

4. Must not have an active record on the System for Award Management (SAM) website.

Must be able to lift 40 pounds, reach to an area of two feet and bend to ground level.
Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:
1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Facilities Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

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<tr>
<td>Carrying</td>
<td>Standing</td>
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<td>O (Occasionally) on/off up to 3 hrs. per day</td>
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<tr>
<td>Driving</td>
<td>Talking</td>
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<td>F (Frequently) on/off up to 6 hrs. per day</td>
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<td>Handling</td>
<td>Walking</td>
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<td>C (Constantly) all the time, over 6 hrs. per day</td>
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<td>Keyboarding</td>
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No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health/Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Special Services Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

July 2019
I certify that I have read and received a copy of the job description for the Special Services Coordinator. I understand that this job description may change at management’s discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

___________________________________
Employee (print) name

___________________________________
Employee’ Signature  Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

___________________________________
Supervisor’s Signature  Date