



POSITION TITLE	Infant /Toddler and Disabilities Coordinator
DEPARTMENT	Early Head Start
LOCATION	Takoma Park, Maryland
SUPERVISOR	Early Head Start Director

PRIMARY PURPOSES OF JOB

Directly supervise the work activities of the Early Head Start program classroom teachers and assistant teachers to ensure the implementation of high quality program services and effective management systems in accordance with federal and state regulations, requirements, and guidelines. In conjunction with CentroNia education staff and parents; design, implement, and assist in evaluating an individualized curriculum for all enrolled children based on ongoing observations, screenings, assessments, and parents desires. Develop, implement and evaluate a disabilities services program which includes: strategies for meeting the special needs of children with disabilities and their parents; timely screening, referral, follow-up and closure; assurances of accessibility to the program; and the transition of children after they leave the Early Head Start program. Monitors the implementation of center base early childhood development services and disabilities services and identify training and technical assistance needs and provides or obtains assistance as needed. This function will be carried out in keeping with the Goals and Mission of the Agency.

ESSENTIAL DUTIES

- Supervise Early Head Start. Participate in the interviewing and hiring processes and validate time and attendance records for assigned staff.
- Train staff and develop, implement, and evaluate professional development plans and performance improvement plans for Early Head Start classroom teachers and assistant teachers.
- Resolve needs, problems, and conflicts involving Early Head Start classroom teachers and assistant teachers consistent with applicable Agency, local, state and federal regulations, policies and/or requirements and assist in addressing parent complaints and community needs.
- In conjunction with education staff; develop and update plans, policies, and procedures for center base child development services and disabilities services as needed to ensure compliance with State and Head Start Performance Standards and for continuous program improvement.
- Develop, implement, and evaluate interagency agreements with all school districts and early intervention programs within the Agency's service area to ensure compliance with Part H of P.L. 99-457.
- Develop, implement, and evaluate a public awareness campaign to recruit children with disabilities, especially more severe disabilities to ensure that 10% of the total Early Head Start program enrollment is comprised of children meeting the definition of children with disabilities in 45 CFR Section 1305.2(a).
- Assist management and other staff in developing and updating plans, policies, and procedures for other program areas.
- Supervise, assist, and support Early Head Start classroom teachers and assistant teachers to ensure the delivery of high quality services in the child development and disabilities services areas in accordance with the goals, objectives and performance standards of Early Head Start.
- Supervise, assist, and support Early Head Start classroom teacher and assistant teachers in implementing effective classroom management and communication systems that ensure optimal safety and effective learning for children and parents.
- Ensure that Early Head Start classroom teacher and assistant teachers have appropriate materials that create, warm, safe and educationally challenging indoor and outdoor environments for children at all developmental levels.
- Implement reflective supervision and continuous monitoring of Early Head Start classroom teachers and assistant teachers activities to improve the quality of services and oversee completion of program improvement plans based on monitoring results.

- Interpret child development and disabilities services Head Start Performance Standards, coordinate and conduct training, and provide technical assistance to staff and parents including training for staff to ensure compliance with IDEA (P.L. 99-457) Section 504 of Rehabilitation Act and the Americans with Disabilities Act
- .In conjunction with education staff; supervise, assist, and support Early Head Start classroom teachers and assistant teachers in designing and implementing with parents an individualized curriculum in the context of the home and during group “socialization” experiences for all enrolled children based on ongoing observations, screenings, assessments, and parent’s desires.
- In conjunction with education staff; supervise, assist, and support Early Head Start classroom teachers and assistant teachers in utilizing all CentroNía required screening and assessment tools and performance standard guidance and provide effective follow-up on information gathered.
- In conjunction with education staff; supervise and assist, and support Early Head Start classroom teachers and assistant teachers in planning individual activities to stimulate learning, according to ages of children and that foster independence, trust and emotional security.
- Frequently inspect facilities to ensure compliance with federal, state, and local licensing requirements related to health and safety conditions. Work with other center staff to identify and correct problems.
- Develop and maintain a centralized record keeping system which ensures confidentiality of each child’s record and ensure that Early Head Start classroom teachers and assistant teachers enter and update program information into the required computer information system.
- Arrange and schedule the assessments, diagnosis and certification of children with or suspected of having a qualified disability.
- Participate in the development of all school district Individualized Family Service Plans for children with a qualifying diagnosis and monitor children’s progress in meeting the plan goals through progress notes from service providers. Coordinate the involvement of other program staff.
- Develop, implement and evaluate referral procedures to school districts for all evaluations in order to meet the school districts eligibility criteria and coordinate services with other child service agencies and child service providers.
- Develop, implement, and evaluate procedures for requesting bids, making selections, and formulating contracts with state licensed contractors who will provide services for the those children with disabilities not provided services under the school district criteria.
- Work with Early Head Start director to plan disabilities service area annual budget.
- Participate on the multidisciplinary teams and in regular interagency collaboration meetings.
- Promote high quality interpersonal communication between children, families, peers, support/management staff, and community services/schools and community helpers. In bilingual settings, communicate both verbally and in writing, with both the parents and the children in their language when possible.
- Assist Early Head Start Director in serving as program liaison with early childhood and educational agencies and resources, including the local education agency, in establishing working partnerships, networks, and linkage to promote effective service delivery to children families.
- Participate in inter-disciplinary meetings regarding services for children and families.
- Prepare and provide timely and accurate written reports, memoranda and other statistical and narrative information as required or requested and complete reports that identify progress in achieving child development and disabilities services program goals and desired outcomes.
- Facilitate regular meetings of Early Head Start classroom teachers and assistant teachers.
- Appropriately address conflicts and differences between staff, parents, and children.
- Attend all required in-service training, and orientations, workshops, webinars, etc. to ensure continuing professional growth.
- Assist in the attainment of non-federal share.
- Follow CentroNía’s personnel and other policies, applicable State and Federal regulations and standards and the CentroNía and the Early Head Start mission, goals, and plans.
- Other duties as assigned.

REQUIRED EDUCATION and EXPERIENCE

Bachelor’s, or preferably, a Master’s Degree from accredited college or university with major in Early Childhood Education, Special Education, or a related professional discipline with an emphasis on Infant and Toddler development including qualifying coursework in Special Education.

Minimum of two to four years work experience offering assistance to teachers in the implementation and adaption of n Infant/Toddler curriculum.

Experience in an Early Head Start or other child development program serving low income children and families is highly desired.

Demonstrated ability to work with, motivate and supervise staff, while maintaining a positive work environment.

SPECIAL REQUIREMENTS

- Must have a reliable automobile for use on the job. (mileage to be reimbursed)
- Must have a valid driver's license
- Must have the required automobile insurance coverage
- Local and some out of area travel required.
- Bilingual English/ Spanish (Strong preference).

WORKING CONDITIONS

Non-profit community based organization, bilingual Spanish/English environment

PHYSICAL REQUIREMENTS

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

(F) Light (up to 25lbs.)

(N) Moderate (25-50lbs.)

(N) Heavy (over 50lbs.)

On the job the employee must:

(F) Bend (F) Sit (F) Squat and Kneel (F) Stand

(O) Crawl (F) Walk (F) Climb (F) Push/Pull

(F) Handle objects (Manual Dexterity) (F) Reach above shoulder level

(F) Use fine finger movements (F) Talk and hear when working with officials, managers, colleagues, peers on the telephone or in person. (F) Specific vision abilities including close vision and distant vision.

*Reasonable accommodations may be made to enable any qualified person with disabilities to perform essential functions of the job.

To carry out this job an individual must be able to perform all essential functions of the job satisfactorily.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

Human Resources Department at CentroNía at:

1420 Columbia Road, NW, DC 20009

centroniajobs@centronia.org

Fax (202) 745-0154

“Educating children and youth, and strengthening families, in a bilingual, multicultural community.”

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