



Job Announcement

Position: Education and Disabilities Coordinator	Department: Head Start and Early Head Start
Location: Charles County	Employment Status: Full-Time
FLSA: Exempt Grade: 14	Compensation: \$45,848 - \$68,772
Weeks Worked: 52 Revised: 02/06/2020	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: October 23, 2020	Closing Date: Until Filled

Summary of Job Description: The Education and Disabilities Coordinator reports directly to the Head Start Director. The Education and Disabilities Coordinator is responsible for the development, training and evaluation of all staff and parents regarding educational programs and curriculum. Must have the capacity to aid teachers in the implementation and adaptation of curricula to the group and individual needs of children in classroom and centers. This employee is responsible for developing, revising, implementing and monitoring written component plans. The Education and Disabilities Coordinator will monitor and coordinate services for Head Start and Early Head Start special needs students (10% of the total funded enrollment) and students with behavior plans.

Summary of Requirements: *Bachelor's Degree* in Early Childhood Education, education, *or* related degree in equivalent coursework *and* four years teaching experience in a preschool classroom. Two years of experience in the Mental Health Service or Special Education field preferred. Experience in personnel management is required. Experience working in a nonprofit setting is preferred but not required. Working experience and knowledge in Head Start and Early Head Start preferred. Good math skills, analytical skills, and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Ensure compliance with all Education and Early Childhood Development Performance Standards.

- Thoroughly review the Head Start Performance Standards relating to the education and early childhood development work plan.
- Develop goals, objectives, and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards with Teachers, central office staff and Policy Council.
- Lead the selection of a curriculum with staff and parents.

Coordinate State Accreditation of all Classrooms.

- Provide orientation for the State Self Assessment.
- Provide technical assistance to classroom staff.
- Submit final accreditation package and program improvement plan to Maryland State Department of Education.
- Attend State and center accreditation meeting.

Provide component orientation and training to staff and parents.

- Attend center parent committee meetings as requested to provide an orientation to parents on the education component.

- Develop training plans for teachers and teacher assistants to include:
 - Developmentally appropriate practices.
 - Curriculums, including creative curriculum, MMSR.
 - Social/emotional development and behavior management techniques.
 - Assessment and individualization, including Work Sampling.
 - Classroom structure and lesson planning.
- Lead the School Readiness Leadership Team and maintain documentation and required paperwork.

Monitor the effectiveness of Education and Early Childhood Development throughout the program.

- Observe each classroom, within 30 days for new Teachers, within 90 days for returning teachers.
- Maintain documentation regarding classroom observations.
- Clarify recommendations and expectations for improvement.
- Coordinate with central office specialists and project director for follow-up observations to ensure needed changes have been made.
- Develop tracking systems for monitoring EECD services.
- Review education files for quality of Individual Child Plans.
- Report results and concerns to Operations Specialist/Director.

Coordinate with Head Start Director to assure that Education and Early Childhood Development services are implemented at each center.

- Review EECD policies and processes at central office staff meetings.
- Participate in CAST meetings for each county to review child and classroom concerns.
- Participate in the program self-assessment and program improvement plan.
- Participate in developing and implementing strategic plan goals, objectives and strategies.
- Submit requested monthly data and reports.
- Monitor fiscal allocations and oversee classroom purchasing.

Collaborate with other agencies to ensure optimal services for children.

- Establish collaboration with the early childhood specialist in each county school district.
- Attend early childhood coordination meetings in each county.
- Sit on advisory boards as possible.

School Readiness Plan

Review and/or revise disability and mental health component plan annually and obtain approval of Policy Council.

- Thoroughly review the Head Start Performance Standards relating to the disabilities and mental health work plans.
- Develop goals, objectives and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards and the work plans.
- Review the work plans and Performance Standards with teachers and Policy Council.

Ensure appropriate services and accommodations are provided for children with IEP's or behavior concerns.

- Observe each classroom as requested but at least twice each year.
- Develop behavioral plans for children.

- Assign special services aides, when available, to classrooms to support behavioral plans (currently AmeriCorps volunteers).
- Attend and participate in monthly CAST meetings for each center.
- Serve as a resource person for parents and staff.
- Make home visits as needed.
- Provide training and support to staff and parents, including Brigance Screening process and Second Step curriculum.

Coordinate referrals to mental health professionals and Child Find for diagnosis and treatment.

- Develop and monitor a contract with a mental health consultant annually.
- Refer children as appropriate and follow-up on referrals.
- Ensure appropriate staff attendance at all IEP meetings.
- Ensure that children receive needed services.
- Document changes in IEP's or services.
- Report disabilities and mental health referral and services data each month.
- Coordinate and track Brigance assessments.

Collaborate with other agencies to ensure optimal services for children.

- Establish collaboration with the Child Find and special needs services coordinator in the county school district.
- Assist in developing MOUs with the school district to clarify coordination with Child Find and special needs services.
- Attend early childhood coordination meetings.
- Plan and conduct three Education/Disabilities advisory meetings annually.
- Collaborate with public school staff to facilitate a smooth transition of children with special needs and their parents into the school system.

Coordinate with Head Start Director to ensure that Disabilities and Mental Health services are implemented at each center.

- Review Disabilities and Mental Health policies and processes at central office staff meetings.
- Participate in CAST meetings for each county to review child and classroom concerns.
- Participate in the program self-assessment and program improvement plan.
- Participate in developing and implementing strategic plan goals, objectives and strategies.
- Submit requested monthly data and reports.
- Monitor fiscal allocations.

Supervise Education Specialist, Teachers and Teacher Assistants.

Licenses or Certificates:

CLASS Certification within six to twelve months of employment, CPR, and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort; persons whom work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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