



HEAD START OF YAMHILL COUNTY
2045 SW HWY 18, McMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: May 2016	Position Number: HSYC 12-12-SSC
Position Title: Specialized Services Coordinator	Pay Range:
Reports to [Job Title & Division/Department]: Executive Director	
FLSA Status: Exempt	
Positions Supervised: Specified Education Staff	

GENERAL DESCRIPTION

Coordinate delivery of disabilities services for children, parents and staff in accordance with program and federal guidelines; responsible for the supervision of specified education staff.

MINIMUM QUALIFICATIONS:

1. Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs. Head Start experience preferred.
2. Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.
3. Experience in design and delivery of training.
4. Experience working with staff and families with diverse backgrounds.
5. Experience working with at-risk, rural families is preferred.
6. Experience in Reflective Supervision is preferred.
7. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
8. Significant decision making and problem-solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services.
9. Ability to handle highly stressful and sensitive situations in a professional manner.
10. Ability to interpret and implement complex policies and regulations.
11. Ability to work independently and maintain professional boundaries and confidentiality.
12. Ability to exercise tact and discretion in all employee interactions.
13. Strong organization and time management skills, ability to meet tight deadlines.
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics

15. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
16. Intermediate to advanced computer skills, including internet and e-mail.
17. Warm tone of voice.
18. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
19. Willingness to learn and implement Developmental Parenting.
20. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
21. Maintain confidentiality and exercise sound judgment concerning privileged information.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. BA or Advanced degree in Human Services, Early Childhood Education or related field with equivalent training and experience preferred
2. Minimum 2 years successful experience providing EI/ECSE services to children and families
3. Experience in EI/ECSE services coordination/implementation
4. Experience in Mental Health services coordination
5. Experience with Transitions coordination

COMMUNICATION SKILLS:

1. Ability to effectively communicate positively, respectfully, sensitively and confidentially with children, families, staff and community members.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak and write with proficiency in English language.
4. Bilingual/Bi-literate English/Spanish preferred.
5. Regularly communicate with other agencies and advocates for services for children and families.
6. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
7. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
8. Ability to participate in effective conflict resolution practices.

OTHER QUALIFICATIONS:

1. Knowledge of CLASS ® Screening and Observation tool and use of the tool for reflective coaching purposes.
2. Knowledge of Teaching Strategies GOLD assessment tool for training and supporting teaching staff in its use.
3. PBIS implementation/coaching experience.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration with the Criminal History Registry of the Oregon Child Care Division.
2. Obtain First Aid/CPR certification within 60 days of hire.
3. Obtain Food Handler's permit within 60 days of hire.
4. TB clearance and employment physical; kept current according to HSYC policies.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

Disabilities:

1. Train and assist Teachers in identification of children with disabilities, understanding Individual Education Plans, and providing appropriate classroom and home activities for children with disabilities.
2. Work with other agencies to obtain services needed by children with disabilities.
3. Monitor program's compliance with Federal, state, and program rules and regulations.
4. Ensure that referrals and service provision occur in a timely manner.
5. Plan and orchestrate with Coordinators, Site Facilitators and teaching teams to secure disabilities services including screenings, evaluations, transportation, translators, etc.
6. Overall responsibility of the implementation of the ASQ developmental screening within the Head Start and Early Head Start Programs.
7. Overall responsibility of scoring ASQ developmental screening tool and providing support information to families and staff.
8. Train and provide resources for Teaching Teams and parents in the area of disabilities services.

Transition:

1. Coordinate with public schools to activate a transition plan.
2. Coordinate program transition activities from Early Head Start, Early Intervention programs, to Head Start & to kindergarten.
3. Support staff in providing parent education on transition to kindergarten.
4. Assist teaching teams in developing transition activities for the classroom and home visits.
5. Provide necessary follow up with children and families for successful transition.

Mental Health:

1. Overall responsibility of the implementation of the ASQ-SE within the Head Start and Early Head Start Programs.
2. Overall responsibility of scoring ASQ-SE Assessments and providing support information to staff and families.
3. Write and negotiate contracts associated with this component area.
4. Work with and coordinate Mental Health services with appointed Mental Health agencies and consultants.

5. Provide training and resources to assist staff and parents regarding Mental Health needs of children and adults.
6. Support Staff and Families in developing/planning/implementing Behavior plans as needed.
7. Design and/or implement appropriate programs to meet the changing needs of enrolled children, families and staff.

ADDITIONAL JOB DUTIES:

1. Provide opportunities for families to obtain individual assistance and ensuring that they receive mental health and disabilities services in a timely manner.
2. Provide guidance for teachers in providing safe, healthy and esthetically pleasing environments.
3. Support/Coach Education staff with classroom management, Developmentally Appropriate Practice, Head Start Philosophy and PBIS strategies using Reflective Supervision practices.
4. Observe and meet regularly with Teachers, and Family Educators to provide support and technical assistance.
5. Understand the CLASS ® Screening and Observation tool and its use for reflective coaching purposes.
6. Understand Teaching Strategies GOLD assessment tool.
7. Collaborate with Education Coordinator to implement, train, guide and coach teachers in the use of the instrument.
8. Work in collaboration with other component area coordinators in the delivery of staff and parent training opportunities including mandated training.
9. Maintain data and statistics for the PIR and ChildPlus.
10. Participate in the decision making and implementation of program goals and objectives.
11. Participate in the coordination of the annual Program Self-Assessment and follow-up planning for improvement.
12. Work in collaboration with other component coordinators to develop and maintain written policies and procedures, training and work plans.
13. Collaborate with other Coordinators and the Leadership team to develop a work plan, training plan and trainings for all staff, component and center based meetings and trainings.
14. Participate in staff interviewing and hiring process as needed.
15. Model direct, positive, honest and respectful behavior in every aspect of work with children, families, staff and community members.
16. Energetic, compassionate and enthusiastic working with children, families, staff and community members.
17. Assume other duties when necessary

SUPERVISORY RESPONSIBILITIES:

1. Education Staff.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Exposure to outside weather conditions.
2. Driving in all conditions.
3. Exposed to wet and/or humid conditions due to outside weather conditions.
4. Indoor environment.
5. Work within a team environment.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start, enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.