



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Education and Disability Coordinator	Education	Education and Disability Manager
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

The Education and Disability Coordinator provides professional expertise in Early Childhood Education, assisting programs with consultation, training, policy and procedure development, and statewide agency collaboration. The Education and Disability Coordinator will work in a team approach utilizing principles of Family Support Practice to enhance the overall development of children and families in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Assures compliance with the Early Learning Standards
- Monitors implementation of early childhood curriculum to ensure quality of instruction and oversees fidelity of curriculum implementation through direct observation
- Collaborate with local Early Intervention Programs
- Monitor referrals and individualized services for children with disabilities. Monitor implementation of service plans for children with disabilities
- Coaches and trains education staff to support professional development
- Collaborates with other key components to develop systems, policies, and procedures
- Review and monitor child outcomes, developing action plans when appropriate
- Assist with Service Area training activities, which involve the design of training plans and procurement of appropriate classroom materials
- Perform other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in Early Childhood Education, Early Childhood Development, Social Work, Human Development or related field required.
- Three years of related experience or relevant coursework.
- Good oral and written communication skills in English with a preferred fluency also in Spanish, Russian or another language that meets community/department's needs.

- Extensive knowledge of early childhood development principles and developmentally appropriate educational practices.
- Ability to collaborate and communicate with administrators, teachers, and support staff in a positive and constructive way.
- Current Driver’s license, insurance, and access to a reliable automobile during work hours

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider

FOR OFFICE USE ONLY

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____