

# **TITLE: Early Childhood Coordinator**

## **QUALIFICATIONS:**

1. Master's degree in Early Childhood Special Education.
2. Two years experience in Early Childhood Special Education.
3. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

## **REPORTS TO:**

Director of Special Education

## **JOB GOAL:**

To coordinate the provision of quality early intervention/education services for birth to five special needs children.

## **RESPONSIBILITIES:**

1. Works with early childhood educators in developing and providing integrated programs.
2. Assists Child Find Coordinator in identifying 0-5 special needs population.
3. Coordinates individualized developmental screening, assessment, and staffings for the 0-5 population.
4. Assists communities in developing appropriate early childhood educational options.
5. Provides demonstration teacher where appropriate.
6. Consults with BOCES and Early Childhood staffs in meeting the needs of disabled 0-5 children.
7. Provides information and generates recommendations regarding early childhood program issues to BOCES administration, staff and EC educators.
8. Acts as a resource for families of special needs children 0-5, locating and coordinating services available to meet identified needs.
9. Develops and implements building level and BOCES wide in-service training sessions for regular and special education teachers in meeting the needs of 0-5 disabled children.
10. Acts as a team member in all regards.
11. Maintains open communication with all agencies who provide service for identified special need birth to five children.
12. Fulfills any other responsibilities as designated by the Director of Special Education.

**TERMS OF EMPLOYMENT:** 185-working days or as established by the BOCES Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Staff.