

Core Educational Cooperative
Job Description and Requirements
0-3 Coordinator

A. Educational Level

College Degree in Human Services Related Field (Preferred)

B. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

C. Other Requirements

Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others.

D. Essential Skills, Functions, and Duties

- a. Demonstrate knowledge and understanding of early childhood development;
- b. Receive referrals on infants and toddlers and complete process for determining next steps (ie: screening, evaluation, etc.)
 - i. Document date of referral, referral concern and gather all information necessary to make contact with the family and provide information on the referral process and available services.
- c. Demonstrate knowledge of infants and toddlers who are eligible for early intervention services;
- d. Collaborate with existing programs in implementing child find activities.
- e. Maintain early intervention records for at least three years after the Part C child turns three and until all disputes related to the child's intervention services while in the program have been resolved.
- f. Ensure implementation of all federal and state requirements of Part C of Individuals with Disabilities Education Act (IDEA) as specified in Parts 300 and 303 and ARSD 24:14.
- g. Good knowledge of public and private agencies providing early intervention services to children and their families.
- h. Ability to communicate effectively both orally and in writing.
- i. Ability to establish and maintain effective working relationships with others this includes but not limited to school districts, direct service providers, families, etc.
- j. Ability to coordinate and develop service plans.
- k. Ability to make appropriate referrals.
- l. Working knowledge of modern office technology, equipment and business English.
- m. Ability to operate a personal computer and utilize common office software programs.
- n. Ability to understand and interpret complex oral instructions and/or written directions; ability to plan and schedule workload to maximize capacity.
- o. Other responsibilities related to the position as assigned by the Core Director.

E. Work Conditions and Environment

Typically, work is conducted in comfortable classrooms, offices, and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

F. Hazards

Some homes, classrooms, offices, and school settings may expose employees to communicable diseases. Additionally, exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards as are structural supports, equipment, materials and other overall environmental surroundings. Travel between homes, schools and other school settings may cause exposure to hazardous driving and walking conditions due to weather conditions.

I have read and understand this job description and can fulfill the essential functions as listed. I understand I would report to the Core Director and receive guidance from District Superintendents, Principals, and Special Education Directors.

Signature

Date

Print Name