



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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Cynthia W. Burton

Executive Director

January 3, 2019

JOB ANNOUNCEMENT

Title: Disabilities Coordinator

Locations: Tuscaloosa

Employment Classification: Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Paygrade 5 position on the CSP Head Start Salary Scale with a salary range of \$16.43 to \$23.94 per hour. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline extended to: Thursday, January 17, 2019 at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, national origin, or genetic information. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

Job Title: Disabilities Coordinator

Division/Department: Head Start

Reporting Relationship: Parent, Family and Community Engagement Coordinator

Location of Job: Head Start Administration Office (Tuscaloosa, Alabama)

Exemption Status: Regular Full-Time, Exempt, Non-Safety-Sensitive

Grade/Salary: Head Start Pay Grade V, Range \$16.43 - \$23.94 per hour

Summary of Position

The Disabilities Coordinator is responsible to the Parent, Family and Community Engagement Coordinator for implementing special service, mental health, and curriculum objectives as specified in the Head Start Program Performance Standards. The position is responsible for the coordination and development of individualized programs for each child with a disability and to assure that the program complies with established rules, regulations, guidelines, and accepted practices. Additionally, this person is responsible for the recruitment, enrollment and the arrangement of delivery of services for children with special needs (Special Services). The individual must be familiar with and assure compliance with the Individuals with Disabilities Education Act (IDEA).

Essential Duties *(other duties may be assigned by the supervisor):*

- ◆ Obtains diagnostic information assessments, conduct staffing and ensures that an Individualized Education Plan (IEP), IFSP (Individual Family Service Plan (IFSP) , or Individual Service Plan (ISP) is successfully implemented on behalf of each diagnosed special-needs child.
- ◆ Monitors and tracks the treatment of each professionally diagnosed special-needs child.
- ◆ Coordinates and/or administers speech/hearing, vision, other sensory and developmental screenings.
- ◆ Works with Education and Early Head Start Coordinators, Center Managers and teacher to provide direction and monitor effectiveness of classroom and curriculum as it relates to progress toward meeting IEP, IFSP or ISP goals. Works with Family Services Associates to obtain, track and record family information related to the successful development and implementation of IEPs and IFSPs.
- ◆ Obtains and submits information for Disability Determination Service, Local Education Assistance (LEA), Early Intervention (EI), Mental Health, and other referrals for services.

Disabilities Coordinator Job Description

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- ◆ Assesses, tracks and establishes service contracts with service providers.
- ◆ Develop Disabilities Service Plan to outline coordination of staff program practices and resources to achieve Head Start Program Performance Standards and Individuals with Disabilities Act compliance.
- ◆ Makes periodic visits to the Head Start/Early Head Start centers to monitor the education program and the performance of education staff related to meeting goals established in service plans.
- ◆ Prepares and submits required reports.
- ◆ Collaborate with the Health and Nutrition staff in coordinating the Health Services Advisory Committee meetings.
- ◆ Develops training designs and coordinates the provision of training for Head Start/Early Head Start parents and staff related to child development milestones and special services.
- ◆ Recruits eligible Head Start/Early Head Start children, volunteers and in-kind contributions.
- ◆ Maintain enrollment of children with disabilities at a minimum of the 10% requirement of funded enrollment.
- ◆ Follow orally communicated directions and instructions regarding work assignments and procedures.
- ◆ Follows safety guidelines and maintains a safe working environment.
- ◆ Complies with all Head Start, DHR and Agency guidelines, policies and procedures.
- ◆ Actively contributes to a positive teamwork environment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- Minimum of a B.A. or B.S. Degree in Special Education, Early Childhood Education, Human Development, Behavioral Science or related field.
- Three years experience in working with disadvantaged children in a day care or pre-school program is preferred.
- Experience in developing diagnostic and medical referrals is preferred.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

Language Skills:

- Ability to develop and conduct comprehensive in-service training workshops.
- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.
- Ability to develop budgets and prepare financial reports, as requested.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Solid working knowledge of current productivity software.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationship with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

Rev. 06/11

Rev. 07.15.2014

Reviewed by Board of Directors 12.03.2015

Reviewed by Board of Directors 01.19.2017

Rev. 6/28/2017

Reviewed by Board of Directors 09.21.2017

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