

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Early Intervention Specialist/Consultant & Early Childhood Coordinator

**REPORTS TO:** Director of Special Education

**BASIC FUNCTION:** To help ensure the district provides comprehensive services for families and children from birth through age five, including early childhood education, screening, school readiness, and daycare services.

**REPRESENTATIVE DUTIES:** The terms of employments are designated by the contract.

- Establishes and maintains cooperative relations with others
- Serves as a resource and support to preschool and Head Start teachers and day care staff
- Helps coordinate the scheduling of related services
- Assists in planning transition activities
- Assists with pre-registration and public relations activities
- Coordinates and holds Early Intervention Childhood Council meetings
- Assists in the effective and efficient implementation of a quality developmentally appropriate program through continuous research and curriculum development
- Assists with the maintenance of due process forms
- Attend and/or chair ARC meetings as necessary
- Collect data at the district level to assist in evaluating the effectiveness of the special education preschool program
- Collaborate directly with teachers in the implementation of special education due process for preschool children
- Complete due process forms correctly and accurately
- Cooperates with other members of the staff in planning instructional goals, objectives, methods, and activities
- Work with the management of student behavior when they are exhibiting inappropriate and/or physically forceful behaviors. This may include assisting students who are at risk of harming themselves or others through implementation of Safe Crisis Management.
- Collaborate with internal and external personnel for the purpose of implementing and/or maintaining services and programs
- Directs preschool and day care operations; the maintenance of service and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Ensuring compliance with federal, state, and district guidelines, policies, and laws, and maintaining records and reports.
- Facilitates meetings, workshops, and seminars for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative
- Prepares a variety of complex materials (e.g. plans, budgets, funding request, reports, analyses, recommendations, and procedures) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental request that may result in negative impact and/or liability if not appropriately addressed

for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

- Serves as a resource to district personnel and as a liaison to community agencies for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing and evaluating of services related to the preschool and day care programs.
- Facilitate Brigance and Kindergarten Readiness screeners
- Regular and punctual attendance
- Performs other duties as assigned by supervisor

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Special Education due process
- Federal, state, and district guidelines, policies, and laws, and maintaining records and reports as they pertain to Day Care centers and Preschool Services.
- Current student information system
- Current research for the purpose of competent identification of preschool special education students
- Accounting/bookkeeping principles
- Common disabling conditions of children
- Stages of child development
- Strategies and methodologies for educational settings

### **ABILITY TO:**

- Practically apply special education due process policies and procedures
- Work cooperatively as an interdisciplinary team member
- Communicate effectively both in writing and orally
- Complete all student due process paperwork
- Adapt to changing work priorities
- Communicate with diverse groups and individuals
- Work with detailed information/data
- Establish and maintain effective working relationships

### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights
- Assist students with self-care, including diapering, toileting, bathing, dressing and etc.

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

**EDUCATION AND EXPERIENCE:**

- Teaching certificate in Special Education preferred
- Master's Degree in Early Childhood Education, Child Development, or Early childhood Special Education preferred
- Minimum of five years successful teaching experience preferred
- Administrator's degree and/or Educational Consultant Endorsement
- Instructional Supervisor Certification

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky Teaching Certification in Special Education or Elementary Education

<b>Most recent approval by the Powell County Board of Education</b>	<b>Date: 4/15/19</b>
<b>Printed name of employee receiving job description.</b>	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
<b>Employee Signature:</b>	<b>Date:</b>