

EARLY START SERVICE COORDINATOR

Grade 14

Purpose Statement

The job of Early Start Service Coordinator is done for the purpose/s of providing information and serving as a primary contact to families with special needs infants and toddlers; coordinating early intervention services as well as other related therapeutic and medical services; obtaining necessary information, resources, and referrals for client families; and achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with the Individuals with Disabilities Education Act and the California Early Start Program.

This job reports to Early Start Program Specialist

Essential Functions

- Collaborates with a wide variety of stakeholders (e.g., client families, public agencies, community members, health professional program providers, etc.) for the purpose of implementing and maintaining early childhood special education services.
- Compiles resources from a wide variety of sources (e.g., staff, public agencies, families, etc.) for the purpose of implementing Individual Family Service Plan outcomes and services.
- Coordinates early intervention services between families and professionals (e.g., audiological special education services, vision services, physical therapy, etc.) for the purpose of meeting the needs of client- families while ensuring IFSP, program and District goals are achieved in compliance with Early Start regulations and best practices.
- Facilitates meetings on a wide variety of topics (e.g., family in-home meetings, meetings between client families and health professionals, assessments, IFSPs, etc.) for the purpose of sharing and conveying information necessary to the performance of the job in compliance with the Early Start regulations and best practices.
- Implements and coordinates intake assessment and IFSP process for children birth to three years old and their families (e.g., child/family outcomes and assessment data, service provision, etc.) for the purpose of compliance with Early Start regulations and best practices.
- Inputs and maintains child records in information systems data base for the purpose of recording services and demographic information of children in program.
- Participates in meetings (e.g., workshops, District meetings, community and public agency meetings, etc.) for the purpose of conveying and gathering information necessary to carry out the functions of the job.
- Prepares a variety of materials (e.g., program information, resources available to families, referral to medical specialists, etc.) for the purpose of ensuring the needs of client-families are met in compliance with IDEA Part C and California Early Start regulations and best practices.
- Presents information on a variety of work-related topics (e.g., overviews of program, community and professional resources, etc.) for the purpose of supporting child find activities and updating program providers on current best practices.

- Researches a variety of topics (e.g., community service organizations, state and federal regulation changes, etc.) for the purpose of being current in the field and making recommendations to client- families and providers.
- Responds to inquiries from stakeholders (e.g., health professionals, parents, etc.) for the purpose of providing information and direction as may be required.
- Serves as a resource to stakeholders (e.g., families in need of program services, community agencies, program providers, etc.) for the purpose of conveying and receiving information as needed to assist in the planning, developing, and evaluating of program services.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects and programs; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and coordinating with other agencies.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; standard business practices; teaching strategies; working with families; and stages of child development, IDEA Part C, California Early Start regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and maintaining accurate records; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and travel to family homes and community meeting trainings within a 30- mile radius.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Bachelors degree in job-related area.

Required Testing

Job-Related Skills Proficiency Test
Valid Driver’s License & Evidence of Insurability

Certificates and Licenses

CPR Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.