

JOB DESCRIPTION

Job Title: *Inclusive Early Education Expansion Program Coordinator, ECEP (9869)*

Job Summary:

Under the supervision from the Administrator, Assistant Administrators and Facilities Manager, the Inclusive Early Education Expansion Program (IEEEP) Coordinator will provide oversight of the Inclusive Early Education Expansion Program by planning, coordinating and implementing inclusion support services for children and staff. Coordinator also provides inclusion efforts in coordination with staff and other Head Start, Early Head Start and Migrant Head Start staff and coaches to accommodate the needs children in an inclusive setting with a focus on outdoor environments. This is a grant-funded position.

Essential Functions:

- Works with all program areas in identifying, researching and implementing adaptive equipment with a focus in the outdoor play area.
- Builds capacity of inclusive practices and environments across the agency that adhere to community care licensing, state, and federal regulations.
- Maintains a working relationship with agencies that refer or provide services to children at risk, or children that have disabilities and/or mental health needs.
- Monitors program implementation in a variety of settings and propose strategies to correct identified problems when needed.
- Serves as a liaison between procedures with public and private agencies.
- Collects data and ensure timelines and successful completion of IEEEEP Grant are met in accordance with funding, grant requirements and reporting.
- Collaborates with leadership team and staff on the successful implementation of the project.
- Provides support to staff in adaptive outdoor and indoor equipment, modifications and inclusive learning environments.
- Writes proposals, plans, and purchases adaptive equipment or modifications of adaptive equipment.
- Secures appropriate resources for staff, parents and children to include supplies, special equipment and training materials.
- Establishes and maintain effective working relationships with staff, families, behavior consultants and other agency personnel.
- Works collaboratively with Facilities Manger to endure full implementation of funding for classroom and outdoor adaptive equipment.
- Provides professional development for teaching staff to help increase knowledge and skills in working with children with disabilities.
- Provides trainings and ongoing support on topics relating to more severe disabilities and provide more individualized support.
- Supervises, train and evaluate staff as assigned.
- Performs related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Operate various computer programs including Word and Excel.
- Multiple tasks and meet deadlines.
- Coordinate services.
- Analyze and problem solve.

Knowledge of:

- Theories and principles of early child development, particularly in relation to children with disabilities.
- Supporting inclusive practices.
- Community Care Licensing Title 22 Regulations, Title 5, and Head Start Performance Standards.
- The importance of family influences on the development of the child.
- Head Start, Early Head Start and Migrant Head Start Performance Standards.
- Local social services agencies.
- Adaptations and accommodations.
- Trauma Informed Care.
- Ages and Stages Questionnaire-Social Emotional.
- Report writing and generation using computers, especially Word and Excel.

Ability to:

- Plan, organize and assess the implementation of a comprehensive inclusive program with a concentration in adaptive outdoor equipment.
- Conduct research utilizing search engines in the Internet; seek out different types of outdoor environment or other available resources.
- Use patience, tact and respect when dealing with children with disabilities, families and staff.
- Interpret federal and state regulations and statutes.
- Maintain confidentiality of records and information.
- Effectively present information and respond to questions from groups of managers, clients, parents, and the public.
- Operate standard office equipment including computers and copy machines;
- Write reports, business correspondence, and procedure manuals.
- Analyze trends in the field.
- Communicate clearly, concisely and professionally both orally and in writing.
- Coordinate functions and activities between the program and outside entities.
- Assist in planning activities for the program to create goals, objectives and strategies.
- Work with minimum supervision and an effective member of a team.
- Speak, read and write in English and Spanish is preferred.
- Travel throughout Tulare County, state or nationwide as required.

Experience Required:

- Two (2) years of experience working with programs related to the delivery of support services to children with mental health and/or disabilities.

Education Required:

- BA or BS degree in Child Development, Special Education, Psychology, Social Work, Counseling or related field.
- Child Development Permit is preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

June 2021

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