



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
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Pontiac, MI 48343-0598
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(248) 209-2615 FAX
Website: www.olhsa.org

Disability Coordinator

Division: Early Childhood Services
Department: Head Start
Supervisor: Associate Director for Mental Health and Disability Services

Required Qualifications

1. BA or BS in Education with concentration in Special Education required, with a concentration in Early Childhood preferred.
2. Two (2) years experience in working with preschool children and parents preferred. Head Start experience preferred. Must be able to meet the physical demands of the job.
3. Minimum one (1) year experience with Windows environment for word processing, database, spreadsheet applications and Internet.'
4. Licenses and certifications required: Valid Michigan Driver's License.

Job Mission:

To provide support to children with or suspected diagnosed disabilities and their teachers providing strategies for effective support of the Individualized Education Plan (IEP) goals in a classroom setting, in accordance with HHS/ACF guidelines and state licensing requirement.

Essential Duties

1. Communicate with Teachers, Assistant Teachers and Education Manager, ensuring that IEP goals for children with documented disabilities are being addressed in the written lesson plans, and in the daily operations of the classroom.
2. Provide support to teaching staff, individually and collectively, by making recommendations for children suspected of a diagnosed disability.
3. Work with the LEA, parent and teaching staff to ensure that children who are referred receive a timely evaluation.
4. Monitor effectiveness of strategies used to support IEP goals, timely delivery of services from the LEA and track the status of children from referral to IEP.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$17.27 per hour
40 hours per week, 43 weeks per year

Deadline to Apply

Until filled