



## Human Resources

Oakland Livingston Human Service Agency  
196 Cesar E. Chavez Ave.  
P.O. Box 430598  
Pontiac, MI 48343-0598  
Email: [employment@olhsa.org](mailto:employment@olhsa.org)  
(248) 209-2615 FAX  
Website: [www.olhsa.org](http://www.olhsa.org)

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### Disability Coordinator

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

### Required Qualifications

1. Bachelor Degree in Education or related field, degree in Special Education preferred. A focus in Early Childhood preferred.
2. Two (2) years experience in working with preschool children and parents preferred. Head Start experience preferred and 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 certificates required: Valid Michigan Driver's License.

### Job Mission:

Provide Disability services and support to children, their parents and teaching staff, and implement guidelines of the Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP) goals in a classroom setting, in accordance with HHS/ACF guidelines and state licensing requirement. Maintain responsibility for the Disability Objectives in accordance with the Performance Standards.

### Essential Duties:

1. Works with the LEA, Early On, parents, and teaching staff to ensure that children who are referred receive a timely evaluation. Build relationships with district special education department to ensure timely delivery of services.
2. Track the status of children from referral through Individual Education Plan (IEP) and Individual Family Service Plan (IFSP) to receipt of services and serves as a parent advocate providing parent training in rights and responsibilities under the IDEA law.
3. Work with agency support staff, individually and collectively, to collaborative meetings to assess children suspected to have a disability. Provide appropriate support to teachers, by making recommendations and assisting in the implementation of IEP/IFSP goals in the classroom and assessing effectiveness.
4. Communicate with Teachers, Assistant Teachers and Education Manager, ensuring that IEP/IFSP goals for children with documented disabilities are being addressed in the written lesson plans, and in the daily operation of the classroom.
5. Carry out all other duties as assigned by supervisor.

### Hours & Wage

\$17.44 per hour (minimum)  
40 hours per week, 43 weeks per year

### Deadline to Apply

Until filled