

METROPOLITAN CHILDREN & YOUTH, INC.
RENAISSANCE HEAD START
POSITION CANDIDATE POSTING

TITLE OF POSITION: Disabilities Manager

IMMEDIATE SUPERVISOR: Director of Program Operations

JOB SUMMARY

This position works as a part of the content area team to integrate Head Start/Early Head Start services for children and families and is responsible for education and early childhood development services to include program options and staffing and services to children with disabilities. Takes the lead in initial development of the Disabilities Work Plan, administers, monitors and revises as necessary. Ensures HS services to children with disabilities follow federal regulations and laws governing disabilities efforts as defined in IDEA, ADA and RCT.

DUTIES & RESPONSIBILITIES

- Coordinates the recruitment of children with disabilities into the program with other staff and community agencies.
- Ensures attendance of HS staff at the IEP/IFSP process.
- Assist in establishing and updating policies and procedures for implementation of the disabilities portion of the program with parents and staff.
- Maintain a referral process for any suspected disability/developmental delay or at risk for development delay including a tracking system for follow-up.
- Ensures that the assessment process and follow up that the special needs of each child with disabilities are met.
- Ensures that provisions to meet special needs are incorporated into all content areas as needed. Collaborates with local education agencies (LEA's) and special service providers to ensure integrated, coordinated provision of special services to include joint parent and staff training and child find activities.
- Initiates community partnership agreements. Develops and implements a strategy which supports a successful transition for children with disabilities or other special needs into HS or from EHS to HS or HS into kindergarten or another community program.
- Work closely with the Early Intervention Programs and Early Head Start to recruit and enroll eligible children into HS/EHS.
- Plan and identify monetary needs to ensure that the special needs identified in the IEP/IFSP are fully met. Assist in implementing intervention strategies within the classroom with the intent for teachers and other staff to be able to carry out strategies independently.
- Oversees referral of parents and children to other agencies/providers.

ADDITIONAL REQUIREMENTS

- Identifies and works with community resources for provision of services to children with disabilities.

- Ensures the program uses only research based developmental and behavior screening tools. Maintains team filing, tracking and documentation systems.
- Work with other managers/specialists/coordinators in planning and implementing pre-services and on-going in-service for classroom, home-based, transportation, food services and family services staff.
- Provide guidance and oversight to teaching staff through monitoring and in designing developmentally appropriate classroom/home-based environments as related to children with disabilities.
- Reviews and knows the agency employee recruitment and selections procedures to ensure reaching the 10% enrollment requirement for children with disabilities.
- Involved with ongoing recruitment of children and families.

EDUCATION REQUIREMENTS:

- Bachelor's degree in special education, child development or areas of disciplines they oversee.