

Disabilities and Mental Health Coordinator

Provide guidance and coordination of services for children enrolled who experience disabilities or mental health concerns. Assist in developing and implementing agency and individual disabilities and social emotional service plans.

ESSENTIAL FUNCTIONS

Key Performance Area – Disabilities & Social/Emotional Services

Individualized Services:

- Assures developmental screenings of children within 45 days of enrollment – assists as needed and monitors re-screenings
- Provide child observations to assess potential need of further re-screenings or assessment and facilitates the disability services referral process if needed
- Collaborate with teachers, center directors, Mental Health Consultant to identify children experiencing difficulties in the classroom. Uses information from process to determine the next step and coordinates follow-up meetings, observations, referrals, and Child Development Assistant one on one intervention
- Provide observation and feedback to classroom staff and center directors for child behaviors which includes guidance and intervention techniques, environmental changes, and follow-up planning
- Assure that enrolled children who qualify for disability services or who have behavioral concerns receive individualized plans for assisting them in developing new skills
- Implement bi-annual staffing process with classroom staff, center directors, and family advocates to provide for planning and follow through activities for children and families receiving specialized services

Classroom Strategies:

- Create a schedule for Child Development Assistant to spend time in all KCI classrooms
- Analyze DECA results and share with classroom staff and center directors to develop and implement classroom strategies
- Work with Center Directors and teachers to assure that IEP goals and behavioral plans are coordinated and integrated into classroom activities and routines
- Assist classroom staff, in coordination with Center Directors, in implementing plans as indicated by Mental Health Consultants checklist & action plans

Contracted Service Providers:

- Work with mental health consultant, speech and language pathologists, special education teachers and center directors to schedule appropriate time to provide services and classroom observations
- Schedule mental health consultant to attend staffings for children experiencing behavioral concerns

School District:

- Completes all required paperwork involved with the IEP referral process on Powerschool.
- Ensures IEP meetings are scheduled by Child Development Assistant; attends meeting
- Completes final check of documents before submitting them to review.

Program for Infants and Children (PIC)

- Collaborate with PIC to assure appropriate services for children enrolled in Early Head Start
- Coordinate with ASD and PIC to identify continued special education needs and the development of an IEP for children transitioning from EHS to Head Start and aging out of Part C services

Family Partnerships:

- Assist parents in understanding the referral process
- Assist parents in understanding their involvement in the IEP/ IFSP process

Position Description

- Help parents find resources to assist them at home in responding to their child's disability or social emotional needs – to include mental health resources

Staff and Parent Training:

- Provide training to staff in the process for referring children with disabilities or behavioral concerns
- Provide developmental screening, social and emotional screenings, and feeling buddies training to new staff and refresher trainings as needed
- Provide trainings as requested by management
- Provide (or guide CDA) in providing Conscious Discipline training to new employees.
- Provide guidance and support of behaviors using Conscious Discipline language and strategies.

Key Performance Area – Supervision of Child Development Assistant

- Provides support and guidance to the Child Development Assistant
- Regularly meet with Child Development Assistant for administrative supervision and assure compliance with regulations
- In collaboration with supervisor and Human Resources Manager, follows disciplinary procedures as required
- Conducts introductory appraisals with Child Development Assistant within 90-days of hire
- Conducts annual performance appraisal in May of each year
- Assists in identifying individual training goals using the Individual Training Plan form

Key Performance Area – Community Partnerships

Current resources and community connections/collaborations:

- Maintain currency of knowledge with regard to disabilities service providers in the community
- Collaborate with other community disabilities and mental health service providers through meetings, discussions, and other forums
- Co-facilitates the Education Advisory Committee

Key Performance Area – Monitoring

- Assure accuracy of program information by monitoring disabilities and mental health information, to include the completion of all required developmental and social/emotional screenings, in Child Plus
- Observe classroom activities to assure IEP goals are reflected and provide any needed guidance or assistance to help develop skills based on identified goals

Key Performance Area – Work Habits and Practices

- Report to work, on a regular basis, as scheduled
- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Attend and participate in staff meetings and training sessions

Key Performance Area – Recordkeeping and Reporting

- Assures accuracy of child file information by logging communications with families on to Family Contact Report and filing information received according to guidance provided
- Inputs data into Child Plus regarding social emotional & disabilities services – behavior reports, action plans, DECA and ESI-R screenings, etc.
- Compile & analyze DECA results and provide annual report to management
- Provide disabilities annual report to management
- Compile and distribute IEP Progress Reports at p/t conferences

Position Description

- Compile and distribute developmental and social emotional screening results to teacher to share with parents at p/t conferences
- Provide information to management monthly for incorporation into the agency's monthly report

Key Performance Area – Communication.

- Contribute to newsletters, parent fliers, and other center information to keeps parents informed of social emotional development and services at the agency and community

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning or self-assessment process as directed

Position Information

Reports to: Education Manager

Supervises: Child Development Assistant

Requirements: Bachelor's degree in Disabilities Services or related field

Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes of center and community contact)

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

Bachelor's Degree	Graduate Degree
\$29.94	\$34.35

Introductory Period: 90 Days

Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities: See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.

- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____