



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Disabilities Coordinator

SALARY RANGE: \$15-\$20/Hr.

DEPARTMENT: SDECLC

POSITION STATUS: Fulltime

SUPERVISOR: Genevieve Jaramillo-
Padilla

JOB POSTING ID: ECLC-09320

Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

The incumbent will design a comprehensive Disabilities Program using Office of Head Start Performance Standards related to Disabilities and Education and in the best interest of children with special needs and support to their families. Develop policies and procedures to recruit, enroll and maintain special services for children and families. Screen and make referrals for children for evaluations, developing IEP's (Individual Education Plans) and Individual Family Service Plans (IFSP'S) to provide timely and appropriate services for each child who is determined to have a disability. Use a Head Start diagnostic criteria to determine a child's eligibility for special education and related services; Individual with Disabilities Education Act (IDEA). Coordinates with all program managers and teaching staff to assure goals and objectives of special services are met. Works with the school district to provide for a smooth transition of records and services for ongoing IEP's. Writes program plans, monthly reports and submits them in a timely manner. This position involves interpretation of complex laws and regulations, as well as involvement with other organizations that provide services to children with disabilities.

ESSENTIAL FUNCTIONS:

- **Responsible** for identifying children who may have a disability, assuring appropriate intervention and services, and for managing, implementing, and evaluating comprehensive programs for children with disabilities and their families enrolled in SD ECLC.
- **Assures** children in need of special education services are screened, referred, evaluated and able to access services in a timely manner in compliance with OHS Performance Standards, State and Federal law. Monitor disability services and timelines reported monthly; reviewed weekly.
- **Participate** in the development of Individual Education Plans/Individual Family Service Plans.
- **Tracks** referrals, assessment results and attend IEP/IFSP meetings to support parents. Transitions children with disabilities and those in the diagnostic process to their next destination, ensuring a smooth and efficient process, with full parental participation.
- **Establishes** provisions for children with disabilities to receive a full range of activities and services.
- **In close communication** with the Director, negotiates and secures Interagency Agreements with all local education agencies (LEA).
- **Attends** interagency, organizational and committee meetings as appropriate.

- **Assists** the Director in the development of contractual agreements with contractors.
- **Develops** Interagency Agreements with the local education agencies providers.
- **Assures** that all necessary accommodations and adaptations are made, including but not limited to transportation, translation and facility's remodeling, furniture and/or equipment.
- **Provides** appropriate furniture, equipment, material and eating supplies to provide learning environment for special needs children.
- **Secures** appropriate resources for staff, parents and children to include supplies, equipment, and training materials.
- **Submits** required program reports (to include monthly reports to the Policy or Parent Committees and Governance Bodies) an accurate and timely fashion and participates in all staffing (pertaining to children with referrals and IFSP's/IEP's), management meetings.
- **Assists** in setting, clarifying and communicating disabilities services standards and laws to staff and parents, when required or requested.
- **Designs** and delivers training to staff and parents; topics will include both specialized and trans-disciplinary subject matter and promote collaborative teaming, integration and inclusive practices.
- **Plans** and delivers, or secures, individualized and/or group training for staff and parents, during Parent Events, Pre-Service week, Parent Committee meetings, etc.
- **Works** closely with the rest of the delegate's staff to plan integrated services for all children: plans awareness activities for children with Education Coordinator(s); coordinates with Family Services Coordinator the recruitment of children with disabilities; participates, with Health Services Coordinator, in the development of special environmental and safety procedures; and ensures the participation of disabilities service providers in the HSAC.
- **Promotes** collaboration among components. Collaborate with all other components (Supervisors/Direct Service Staff/Family Services, Health/Nutrition, Ancillary staff and consultants) to provide quality controls, training, services, compliance monitoring and classroom support in an inclusive, early childhood program. Collaborate with community organizations to collect and disseminate additional information, and to arrange ancillary training and services.
- **Works closely** with Family Services department to ensure appropriate documentation are on file for special needs and that services are provided on a continuous manner.
- **Analyzes data and reports** (sometimes using abstract reasoning).
- **Develop** a disabilities services plan annually.
- **Completes** timely monthly reports and calendars and submit to the director.
- **Assists** in the Office of Head Start Program Information Report (PIR) and the grant application.
- **Contributes** to the development of annual Self-Assessment and Community Needs Assessment, as request and Grant monitoring visits.
- **Reads** and reviews legislation and other resources to keep abreast of current issues and trends related to the responsibilities of the job.
- **Ensures** strict child and family confidentiality, following the Tribes and SD ECLC Code of Ethics and Confidentiality Procedures.
- **Ensures** all disabilities resources are updated and included in a Resource Directory.
- **Assists** Director to ensure agency's compliance with the Americans with Disabilities Act (ADA).
- **Assists** in the classrooms as a third teacher, for children identified with Special Needs or in the referral process. Conducts observations and makes appropriate recommendations to the staffing team to meet the individual needs of the child.
- **Responds** to identified needs and goals within the organization (Head Start and Early Head Start) and intervene on behalf of families, children and staff; provide expertise and support in developing high quality childhood environments, materials and practices, and early childhood special education services.
- **Attends** meetings, staffing, trainings, and professional development activities as appropriate.

- **Provides** assistance and consultation to assure that written policies and procedures are updated and assure compliance with standards and regulations.
- **Contributes** to the development of annual Self-Assessment and Community Needs Assessment, as request and Grant monitoring visits.
- **Provide** screenings for all children upon entering Head Start/Early Head Start
- **Complete** all screenings within the 45-day mandate with a follow-up at 60 and 90-day intervals.
- **Ensures** that all developmental screenings are completed within 4 weeks of child's entry.
- **Works** with the local education agencies to provide services, documentations, record keeping, reports and communications.
- **Demonstrates** strong organization and time management skills, ability to meet tight deadlines.
- **Performs** other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance. Sustained concentration and ability to handle multiple tasks often simultaneously. Ability to handle highly stressful and sensitive situations in a professional manner.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans. Ability to interpret and implement complex policies and regulations
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored. Significant diagnostic and problem-solving skills.
- **Teaching Others**
Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques. Ability to direct and assess the performance of direct service support staff.

MINIMUM QUALIFICATIONS:

1. BS/BA Degree in Special Education with a concentration on Early Childhood/Child Development and/or BS/BA Degree in Early Childhood Education with a strong emphasis in Special Education, with the majority of focused coursework in Special Education. Specified knowledge in the Law of Special Education and Special Education prevention/intervention services.
2. Must have three to five years' experience in early childhood settings, working with special needs education population including children, families, and prevention/intervention programs/services.
3. Must have good verbal and written communications skills.
4. Keres speaking a plus
5. Must have valid driver's license.
6. Must pass a criminal background check and **must obtain physical exam within 30 days** of hire.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Disabilities Coordinator – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.