

**Early Head Start Education and Disabilities Service Coordinator**  
Community Action Partnership for Madison County  
Canastota, NY

**JOB SUMMARY**

We are hiring a EHS Education and Disabilities Service Coordinator for the Canasta, NY office. This position is designed to assist the Early Head Start Program Manager in the coordination and implementation, in the following areas:

- Early Childhood Development and School Readiness
- Education/Disabilities
- Implementation of Curriculum
- Transition to Head Start/other preschool programs
- Coaching of Family Support Workers

Early Head Start Education and Disability Services Coordinator ensures compliance with the Head Start Performance Standards and the Head Start Act

**ESSENTIAL JOB FUNCTIONS:**

- Assist in the planning, development and direction of the Early Head Start Program to ensure that the development of the Early Head Start program meets all performance standards as defined by Head Start Program Performance Standards.
- Assist in completing reports, including annual school readiness report, preparation of the budget and grant application
- Monitor data collection in essential areas of children's school readiness, disability and Family Support Worker completion rates.
- Participate in meetings and or training as required, and act as a representative for EHS at appropriate community meetings. Participate in planning monthly staff meetings.
- Participant in yearly Community Needs Assessment, Self-Assessment and Federal Reviews
- Train staff in Early Childhood Development and School Readiness as needed and/or coordinate trainings for staff
- Review all child development screens and assessments
- Monitor results of on-going assessment, including school readiness
- Maintain socialization evaluations, monitor plans and attendance reports
- Facilitate Transitions to Head Start, referrals to Head Start Program, and consent for Head Start to share information
- Coaching Family Support Workers, monitoring the coaching plan and reporting on the coaching process
- Monitor children with disabilities; ensure that 10% of the children enrolled in the program have a documented disability, maintain files, track Early Intervention services, track initial IFSP or IEP and receive update reviews as scheduled

- Collect and Review monthly disability reports to ensure that curriculum has been adapted and individualized
- Update program plan for Children with Disabilities to meet or exceed Performance Standards
- Act as a resource for parents and staff as needed
- Will cover cases due to the absence of a worker and be required to provide home visiting services.

**QUALIFICATION STANDARDS:**

- A Bachelor's degree in early childhood education, child development, or related field required. Two years or more of direct experience working with families preferred.
- Training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals preferred.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.
- Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the background check.

If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to the [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.