



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO:** 066-19

**OPENING DATE:** 04/05/2019

**CLOSING DATE:** 05/05/2019

**POSITION:** Disabilities Coordinator  
**PAY GRADE:** E5 (To Be Determined Upon Hire)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Head Start/Early Head Start/Child Care  
**REPORTS TO:** Executive Director Head Start  
**BACKGROUND LEVEL:** Child Care

**POSTED:** IN & OUT

**JOB PURPOSE:**

Coordinates the planning for special needs or at-risk children and their families as detailed in the Head Start Performance Standards and ensures that Individual Education Plans (IEPS'S) and Individual Family Service Plans (IFSP'S) are consistent with the Isleta Head Start Curriculum, Education Goals, and Learning Theory.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Coordinates with Teachers for home visit time/dates for all special needs or at-risk children as required in the Isleta Head Start Written Service Plans.
- Spends time when children are present, either rotating on a mutually developed schedule with teachers in and out of rooms or supporting ancillary staff in the delivery of services to children.
- Observes and monitors children and therapists during class activities, while on the playground, and during field trips. Documents daily interaction and activities of special needs or at-risk children she/he works with or observes.
- Sends reports, updates and home activities to families of children with special needs as determined by the professional consultant working with those children.
- Attends all meetings as requested by Executive Director for children with Individual Education Plans/Individual Family Service Plans.
- Works closely with Executive Director to meet the needs of children who may be or are diagnosed with exceptionalities listed in the Head Start Performance Standards.

- Works closely with the Executive Director to meet the needs of children who are experiencing at-risk situations or behaviors as defined by a professional in that field.
- Coordinates with the Nutrition Coordinator to ensure the guidelines from USDA Child and Adult Care Food Program for the inclusion of nutrition in the classrooms with children with special needs or at-risk and the delivery of meal service.
- Coordinates with the Facilities Coordinator to implement transportation routes that are specific to children with special needs or at-risk.
- Follows all Federal, State, Local and Tribal regulations for the safety of children and families.
- Provides transition support and activities to the schools into which the children are transitioning.
- Provides support and training to parents and staff regarding disabilities.
- Promotes active parent involvement in the Early Education program.
- Participates in regular staff meetings to ensure communication among personnel regarding program-related activities.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Collaborates with Head Start Coordinators.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Bachelor's Degree in Special Education or related field.
- One years of years of experience working with children and families with disabilities or at-risk.
- Master's Degree preferred.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of early intervention strategies with children with disabilities.
- Knowledge of the methods and techniques used in rehabilitating children with disabilities.
- Knowledge of the theories and principles of child growth and development, early childhood education, and family support and individual family services plans (IFSP) and individual educational plans (IEP).

- Knowledge of records management procedures.
- Knowledge of Head Start Performance Standards.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to interpret diagnostic data, recognize and monitor goals within the child's IEP/IFSP.
- Ability to remain current with the changes associated with the Individuals with Disabilities Act.
- Ability to coordinate IEP/IFSP meetings within the guidelines of IDEA part B & C.
- Ability to assist families in understanding child developmental goals.
- Ability to advocate for appropriate services.
- Ability to establish an effective working relationship with ancillary service staff and other agencies, plan and implement effective working relationship with ancillary staff and other agencies; plan and implement effective program procedures; ensure a high degree of quality and efficiency in ancillary service delivery.
- Ability to work independently and effectively manage time, set priorities and meet deadlines with many interruptions.
- Ability to exhibit emotional maturity, good judgment and high standards.
- Ability to independently undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

**PHYSICAL DEMANDS:**

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.