



Job Title: Special Education Coordinator
Department: Early Head Start
Reports To: Educational Director

Status: Full-Time/Exempt
Schedule: 40 Hours/Week
Monday-Friday

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Job Summary:

The Special Education Coordinator is responsible for overseeing and coordinating all aspects of special education services within the Early Head Start program. This role ensures that children and with disabilities or special needs receive individualized educational plans and necessary accommodations to participate fully in the program. The coordinator collaborates closely with families, staff, and community resources to facilitate the best outcomes for each child.

Duties and Responsibilities:

1. Individualized Education Plans (IEPs):

- Implement and monitor IEPs for children with disabilities or special needs.
- Ensure that IEPs are tailored to meet each child's unique developmental, educational, and therapeutic needs.

2. Collaboration and Consultation:

- Collaborate with parents/guardians to establish goals and strategies for their child's educational and developmental progress.
- Provide guidance and support to Early Head Start staff on implementing accommodations and modifications outlined in IEPs.

3. Assessment and Evaluation:

- Conduct ongoing assessments and evaluations to measure each child's progress and adjust interventions as needed.
- Coordinate with appropriate professionals (e.g., speech therapists, occupational therapists) to ensure comprehensive evaluations and services.

4. Staff Training and Development:

- Conduct training sessions for Early Head Start on topics related to special education, inclusion practices, and working with children with disabilities.
- Provide guidance on implementing evidence-based practices and fostering an inclusive learning environment.

5. Compliance and Documentation:





- Ensure compliance with federal and state regulations regarding special education services (e.g., IDEA, ADA).
- Maintain accurate and confidential records of all special education services, assessments, and communications.

6. Family and Community Engagement:

- Foster positive relationships with families of children with disabilities, providing them with resources and support.
- Collaborate with community organizations and agencies to enhance services and resources available to children and families.

7. Advocacy and Leadership:

- Advocate for the needs and rights of children with disabilities within the Early Head Start program and the broader community.
- Serve as a leader in promoting inclusive practices and policies that support the full participation of all children.

Job Specifications:

Requirements:

- Bachelor's Degree or Master's Degree in Special Education, Early Childhood Education, or a related field.
- Certification in Special Education or eligibility for certification.
- Experience working with young children with disabilities or special needs, preferably in an early childhood setting.
- Strong understanding of developmental milestones, assessment tools, and intervention strategies for children with disabilities.
- Excellent communication, interpersonal, and organizational skills.

Working Conditions:

- Typically works in an office environment within an Early Head Start center.
- May require travel to attend meetings, training sessions, or community events.
- Flexible hours may be necessary to accommodate family schedules or program activities.

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.



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