



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Disabilities Coordinator

SALARY RANGE: \$24.04-\$34.00 DOE

DEPARTMENT: SD ECLC

POSITION STATUS: Full Time, Exempt

SUPERVISOR: ECLC Director

JOB POSTING ID: ECLC-62824

Period to apply: 6/27/2024 – Until Filled.

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

BASIC PURPOSE:

The incumbent will design a comprehensive Disabilities Program using the 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:

1. 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.
2. 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.
3. Participate in the development of IEPs/IFSPs.
4. 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.
5. Establishes provisions for children with disabilities to receive a full range of activities and services.
6. In close communication with the Director, negotiates and secures Interagency Agreements with all local education agencies (LEAs)
7. Attends interagency, organizational and committee meetings as appropriate.

8. Assists the Director in the development of contractual agreements with contractors.
9. Assures that all necessary accommodations and adaptations are made, including but not limited to transportation, translation and facility remodeling, appropriate furniture, equipment, materials, and eating supplies to provide learning environment for special needs children.
10. Secures appropriate resources for staff, parents, and children, to include supplies, equipment, and training materials.
11. Submits required bi-monthly reports to the Director.
12. Assists in setting, clarifying, and communicating disabilities services standards and laws.
13. to staff and parents, when required or requested.
14. Plans and delivers, or secures, individualized and/or group training for staff and parents, during Parent events, pre-service week, Parent committee meetings, etc.
15. Works closely with Health and Wellness Coordinator, Family Services department, and School Readiness/Social-Emotional Coach.
16. Collaborates with all other component (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 the community organizations to collect and disseminate additional information, and to arrange ancillary training and services.
17. Analyzes data and reports.
18. Develop disabilities services plan annually.
19. Assists in the Office of Head Start Program Information Report (PIR) and the grant application.
20. Contributes to the development of annual Self-Assessment and Community Needs Assessment, as request and Grant monitoring visits.
21. Reads and reviews legislation and other resources to keep abreast of current issues and trends related to the responsibilities of the job.
22. Ensures all disabilities resources are updated and included in a Resource Directory.
23. Assists Director to ensure agency's compliance with the Americans with Disabilities Act (ADA).
24. 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.
25. Responds to identified needs and goals within the program and intervenes on behalf of families, children, and staff.
26. Ability to work independently and effectively manage time, set priorities, and meet deadlines.
27. Knowledge of child development.
28. Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all programs, pueblo, state and federal rules, regulations, policies, and procedures.
29. Ability to use a computer to collect, record, retrieve data and prepare reports.
30. Support in writing of grants and the SD ECLC administration and staff to implement a holistic mental health framework.
31. Ability to exercise professional judgement in evaluating before making decisions.
32. Must be able to high-level critical think and problem solve to mitigate any potential programmatic issues, concerns and opportunities and can support the Vision and Mission and create systems that support the quality of the program.
33. Must be highly motivated and a self-starter and a critical thinker.
34. Ability to respect the dignity of each family, culture, custom, and belief.
35. Ensures strict staff, child, and family confidentiality, following the Tribes and SD ECLC's Code of Ethics and Confidentiality.
36. Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
37. Utilize relationship-based approach and coaching approaches in skill building with families and staff.

38. Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all programmatic, pueblo, state and federal rules, regulations, policies, and procedures.
39. Must be flexible, not an 8 to 5 position, and not an all-day desk job, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc.
40. Adhere to NAEYC Code of Ethical Conduct.
41. Perform other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo 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 the effort of others and praising that effort.

- **Effort and Initiative**

Incumbents in this position must have the ability to work and act 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. Minimum of a Bachelor's Degree (BA) from a four-year college or university in Early Childhood Education, Education, Special Education, Social Services, Human Development or related field. (If the degree is not in Special Education, then must have courses and/or training with the BA degree.)
2. Must have a minimum of three to five years of teaching experience.
3. Must have good verbal and written communication skills.
4. Keres speaking a plus.
5. Must have a valid driver's license.
6. Must exercise care and compassion in decision making and maintain objectivity.

7. Must satisfactorily pass a criminal background check and drug screening and must obtain a physical exam within 30 days of hire.
8. Willing attitude to be a part of the school team and strong sense of professionalism.
9. Must obtain a food handler's certificate within 7 days of hire.

HOW TO APPLY:

Please submit a complete application packet.

- Online: santodomingopueblo.isolvedhire.com/jobs
- By email: HR@kewa-nsn.us
 - Subject line: **Disabilities Coordinator Application** – [Your Name]
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

Additional items requested in the application packet:

- Copy of Diploma
- Writing Sample
- College Transcript

Incomplete application packets may delay or exclude consideration of your application.