

OPEN COMPETITIVE ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE

TO ENSURE CONSIDERATION, APPLICATIONS MUST BE SUBMITTED BY FEBRUARY 21, 2012

METROPOLITAN ACTION COMMISSION

DISABILITIES COORDINATOR

FLSA CATEGORY: Non Exempt
EEO CATEGORY: Professional

GRADE: MC09
SALARY RANGE: \$39,345.34-\$51,935.83

JOB OBJECTIVE

Under the direct supervision of the Head Start Director and the general supervision of the Executive Director is responsible for coordinating and supervising all disabilities services, including carrying out the goals, policies and activities designed to implement the disabilities objectives, performance standards and instruction resources.

JOB DESCRIPTION

MAJOR RESPONSIBILITIES

- Ensure compliance with HHS Guidelines and timely delivery of Disability Services.
- Provide staff training on disability service plans, paperwork, referrals, child goals, and modification to curriculum material.
- Complete and submit monthly reports to the Head Start Director.
- Review screening results to identify potential children with disabilities.
- Coordinate and supervise Family Service Workers with recruitment, selection and enrollment of children with disabilities.
- Develop a system to identify children with diagnosed or suspected disabilities and report referrals.
- Assist with the preparation of the budget as it concerns the disability component.
- Plan and coordinate disability service plan with the Health, Mental Health, Education, Nutrition, Social Services and Parent Involvement departments.
- Coordinate with the teaching staff in the early identification process of children who may have a disability.
- Coordinate and supervise the teaching staff in the screening process to identify children who may have a (suspected) disability.
- Identify, coordinate and evaluate disability resources.
- Counsel parents regarding disabilities.
- Monitor, review and provide follow-up of the LEA agreement between Metro Public Schools Special Education Department and MAC Head Start.
- Assure that accurate and timely disability services are provided for head start children.
- Attend staff meetings, training sessions and other related meetings, as required.
- Assume other task related duties as required.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's degree from an accredited college or university. Some work experience in the field of health and/or special education which would prepare the incumbent to perform the duties of the position at the appropriate level. Head Start or other child development experience desirable.

PLEASE FAX OR MAIL RESUME/APPLICATION TO:

Metropolitan Action Commission
Attn: Human Resources Department
1624 5th Avenue, North
Nashville, Tennessee 37208
(615) 862-8881 fax

When applying, provide highest level of education attained and include relevant certification or licensure. We do not routinely contact applicants who fail to include this information. All statements made on resumes and/or applications are subject to verification. If applying by resume, please include the position title. If you are claiming Veteran's preference, please attach a copy of your DD214 form. Please be advised that final applicants for this position will be subject to a background check, drug screen, and a fingerprint check.

In compliance with Tennessee law, all applications are subject to public disclosure

Requests for ADA accommodation should be directed to Rickie McQueen @ 862-8860, Extension 70103.

