

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

POSITION: Early On Coordinator and Early On/Preschool Home Visitor

QUALIFICATIONS: Bachelor's Degree in Child Development or related field; Special Education Endorsement preferred. Three years of satisfactory experience providing services to children from newborn to age 6.

APPLY TO: Attn: Janene Salewsky
Menominee County Intermediate School District
1201 – 41st Avenue
Menominee, MI 49858
careers@mc-isd.org

DATE POSTED: April 20, 2017

DEADLINE TO APPLY: May 12, 2017

E.O.E.

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Intermediate School District
1201- 41st Avenue
Menominee MI 49858
[Http://mc-isd.org](http://mc-isd.org)

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REPORT TO:

Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Comply with Early On grant requirements including grant submission, collection data and oversight of MC-
ISD Early On practice and policies
Serve as a member of the Early On evaluation team and assist in the assessment of children suspected
of having a disability as outlined in Part C of the Individuals with Disabilities Education Act
Successfully complete the Essentials of Early On competency series within 30 days of hire
Identify, recruit and enroll children in Early On
Provide curriculum support to pre-Kindergarten and early elementary teachers
Assist in planning educational programming for Pre-K students with disabilities
Participate in student study and IEP meetings
Implement Early On program requirements to children and families in the home environment
Schedule and conduct home visits
Develop and implement IFSP within required timelines
Assist in planning and conducting Early On playgroups
Knowledge and appropriate referral of student/family to community resources
Conduct assessments/evaluations as assigned to determine student eligibility for Part C special
education services and programs
Knowledge of child development, safety, health and nutrition
Produce complete evaluation report reflecting student/family needs, strengths and action plan
Advocate for children and families and assist parents/caregivers with developing advocacy skills
Ability to model and instruct parents/caregivers on healthy parenting, behavior intervention and child
growth
Conduct IFSP Team meetings and assist in ongoing review of strategies for students.
Accurate record keeping and monitoring of student progress
Provide analysis and interpretation of information and data in oral and written reports
Monitor integrity of interventions and plans
Review, analyze and revise intervention plans
Create, Monitor and Align goals/objectives to meet student/family needs
Exhibit high level of professionalism with the ability to handle confidential information, use good judgment,
plan and handle complex student/family needs.
Collaborates with outside agencies and ISD personnel
Make all efforts to assure the safety and well being of every child and family member in the home
Upon request, provide outreach and community education regarding Early On and other ISD programs
and services

Ability to perform activities in the home working with infants and toddlers including but not limited to: bending, walking, sitting on floor, lift up to 50 pounds, go up and down stairs, kneel, carry materials. Perform other duties as assigned

REQUIREMENTS:

- Maintain confidentiality
- Possess valid driver's license
- Reliable transportation for daily travel
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels
- Excellent verbal and written skills
- Ability to multi task
- Ability to carry out duties as assigned
- Ability to complete assigned tasks without supervision
- Ability to use technology to complete work assignments
- Practice safe work habits
- Proficient computer skills
- Adapt to frequent changes in work environment
- Carry out the mission and values of the MC-ISD

TERMS OF EMPLOYMENT:

12 Month, 8 hours daily

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board Policy on evaluation of staff.

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665.