



Employment Opportunity  
Butler County Educational Service Center  
August 11, 2023

POSITION: Early Intervention Service Coordinator

GENERAL DESCRIPTION: Accepts referrals from information and referral sources, parents, physicians, and agencies for services to children 0 - 3 years, conducts initial interview and home visit and collects related reports or records. Performs required screenings/assessments/ evaluations. Collaborates with other providers to children 0-3 to facilitate a “seamless” service system, and to encourage participation in early tracking efforts and the development and review of the IFSP. Provides ongoing visits in the home.

QUALIFICATIONS:

- Bachelor’s or Master’s degree, in special education, early childhood education or other related field limited to the following, child and family studies, child development, child life, education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education, or family life education, hearing and speech sciences or speech-language pathology, human development or human ecology, human social services, occupational therapy or occupational therapy assistant, medicine, physician assistant, physical therapy or physical therapy assistant, psychology or counseling, or RN two (2) or four (4) year degree or LSW.
- A minimum of two (2) years’ work experience with young children and their families preferred, familiarity with early intervention services to infants and toddlers locally or in Ohio, familiarity with agencies serving at-risk populations, and a demonstrated ability to work cooperatively with local agencies.
- Training in the field of early childhood disabilities and related development/learning disorders and developmental evaluations of young children (infancy – age 6).
- Knowledge of writing Individual Educational Plans (*IEP*) and Individual Family Service Plans (*IFSP*).
- Knowledge of agencies/Community Resources, public schools, including preschool placement procedures for special education placement in local schools and Head Start.
- Experience in counseling parents.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Valid Ohio driver’s license with good driving record with daily access to private insured vehicle during work hours.
- Ability to work flexible schedule to meet the needs of families.
- Good communication skills in verbal and written.
- Must pass criminal background checks and be free from communicable disease.

#### ESSENTIAL FUNCTIONS:

- Conducts or coordinates assessments/evaluations/screenings of children with developmental delay or at developmental risk and their families, completes history, evaluations, and determines concerns, priorities and resources of families.
- Provides ongoing visits in the home.
- Promotes positive parent child interaction, bonding and attachment and school readiness.
- Participates in child find activities with the county collaboration early intervention system.
- Conducts meeting with parents and other providers to discuss information gathered and to determine need for further evaluation. Summarize this information through a formal report and review with family.
- Refers families to appropriate early intervention services. Maintains records of referrals and other documents.
- Facilitates family involvement in referral to other agencies, including and up to the completion of the enrollment process. Initiates a preliminary IFSP and conducts periodic review with family and any other agency providing service. Encourages and fosters the family's independence in decision making about the services they are receiving and collaborates with other providers.
- Explores future planning with family, including transition to preschool service option initiating at age 27 - 30 months. Facilitates communication with school district, as needed.
- Collects and maintains files on all children referred and/or served and data on children served through other resources including creating and updating electronic files. Completes and maintains statistics.
- Participates in Program evaluation activities as requested by the Program Director.
- Plans and organizes own work to meet priorities.
- Meets deadlines (*daily, weekly, monthly, quarterly and yearly*).
- Maintains confidentiality.
- Continuously updates and improves professional competence.
- Complies with state and federal regulations that pertain to the position (*e.g. OSHA: Occupational Safety Hazard Administration, ORC; Ohio Revised Code*).
- Performs other duties consistent with the position as assigned.
- Provides services in a culturally competent and respectful manner.

#### OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of: Board policies and procedures, building policies and procedures, public relations and state reporting.
- Ability to: Interpret policies and procedures, follow instructions, communicate effectively, and maintain files and reports, collect data, schedule, and lift moderate amounts of weight. To provide own transportation to do home visit. Go up and down steps and be able to get on and off the floor several times a day. Work successfully in a culturally diverse environment.
- Skilled in: Basic math, English and communications.

**EQUIPMENT OPERATED:**

Copier, fax, computer and general office equipment.

**ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue. Smoke, animals, contagious illness/conditions while visiting homes.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible  
SALARY: \$39,678 - \$46,764 based upon education and experience  
BENEFITS: Excellent benefits for all full time employee  
WORK YEAR: Full time – 260 days  
DEADLINE: Until filled  
APPLY TO: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.