

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT CERTIFICATED POSITION DESCRIPTION**

**COORDINATOR OF INFANTS AND TODDLERS PROGRAM/EXTENDED PART C**

**POSITION:** Coordinator of Infants and Toddlers Program/Extended Part C

**REPORTS TO:** Supervisor of Special Education

**LOCATION:** Department of Special Education

**NATURE OF WORK:**

The Coordinator of Infants and Toddlers Program/Extended Part C works directly with the school based administrators, staff, parents, Central Office staff and local provider agencies to facilitate professional development, data collection, best practice interventions and Individual Family Service Plans/Individual Education Plans (IFSP/IEP) implementation in the Birth through six educational models. The Coordinator of Infants and Toddlers Program/Extended Part C provides technical assistance, training, and compliance monitoring and program evaluation.

**ESSENTIAL FUNCTIONS:**

- Work collaboratively with the Local Infants and Toddlers (IT) Program Director and partner agencies and staff to implement the full continuum of services for IFSP and Extended IFSPs; and
- Work in collaboration with the Supervisor of Special Education to build and maintain a seamless system of service provision for eligible children and their families, birth through five.

**DUTIES AND RESPONSIBILITIES:**

- Work collaboratively with the Supervisors of Special Education to monitor and support the St. Mary's County Public Schools(SMCPS) State Performance Plan (SPP) Indicator and Outcomes;
- Maintain and monitor Early Childhood Accountability System (ECAS) data system;
- Plan and implement on-going professional development with the IT/PSSE programs;
- Provide mentorship to the new IT and PSSE staff in collaboration with the Supervisors of Special Education;
- Assist in the development and submission, and monitoring of the SMCPS and lead agency grants;
- Conduct the intake of new IT referrals as part of the IT interagency agreement;
- Assist in the specialized assessment and programming needs for young children;
- Conduct parent training in accordance with grant and department initiatives;
- Assist in the identification of service providers for the year round service provision;
- Support staff in the implementation of instructional plans in accordance with the child's IFSP/IEP;
- Provide on-going monitoring and data review at a student, classroom, and system level;
- Provide technical assistance and training for staff working with children birth to six years;
- Conduct visits to children and families in their natural environments and community settings to support strategies identified on the IFSP/IEP;
- Use skills and knowledge to support staff in all compliance areas for the IFSP/IEP;
- Conduct home visits and screenings of children referred to the Infants and Toddlers Program for consideration of eligibility;
- Consult with community agencies regarding needs of specific children and their families;

- Establish and maintain effective working relationships with the state and local agencies as well as special education staff and community organizations involved in the provision of services to young children;
- Attend state and local meetings and participate on relevant internal and external committees; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Master's Degree in Special Education and certification in Early Childhood Education;
- Knowledge of developmental milestones and characteristics of young children with developmental delays; and
- Minimum of three years of successful teaching experiment in the area of Infants and Toddler or Pre-school Special Education.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on EASMC salary schedule (#3) for twelve-month employees – Range 1-7.

**BARGAINING UNIT ELIGIBILITY:** EASMC