



# TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | [www.tohajiileeschool.com](http://www.tohajiileeschool.com)

## VACANCY ANNOUNCEMENT

POSITION TITLE: EARLY INTERVENTION SPECIALIST

TCSB-2324-013

Announcement No.

SALARY RANGE: \$47,168 TO \$62,473 PER SCHOOL YEAR

OPEN CONTINUOUS

(Based on Education and Experience)

Opening Date

FLSA STATUS: Exempt

SCHOOL YEAR CONTRACT

OPEN CONTINUOUS

Closing Date

### EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

### NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

### THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license

### STATEMENT OF DUTIES:

Under the general supervision of the Director of Family Engagement/Early Childhood Coordinator, the incumbent of this position serves as an Early Intervention Specialist of the To'Hajiilee Community School Board of Education, Inc. and will assist to identify children birth to five years with developmental delays and provide case management for eligible children and families in accordance with the Individualized Disability Education Act (IDEA) and the New Mexico Family Infant-Toddler Program (NM FIT).

### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Two (2) or more years of experience working with Children Birth to Five (5)
- A Bachelor's Degree in with course work in a field of study listed below under approved fields of study for Early Intervention Specialist.
  - *Approved Fields of Study:* Audiology; Family Studies; Social Work; Family Therapy and Counseling; Art or Music Therapy; Counseling and Guidance; Early Childhood Development and Education; Education of Deaf/Hard of Hearing; Nursing (LPN, RN, Midwife); Nutrition/Dietetics; Occupation Therapy including Certified Occupational Therapy assistant (COTA); Orientation/Mobility



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Training; Pediatric or Medical Specialty; Physical Therapy including Physical Therapy Assistant (PTA); Psychology; Special Education; Speech and Language Pathology; Communication-Language Disorders; Vision Training; and/or Elementary Education.

- Diplomacy and human relations skills required.
- Excellent oral and written communication skills to a diverse group of professional, para-professional, community leaders, and parents.
- Must have excellent time management and project management skills.
- Must be computer literate. Must be knowledgeable of best practices in the Early Childhood/Early Intervention field.
- Must be able to adapt to unexpected changes and effectively carry out all directives.
- Bilingual skills both orally and in writing in the Navajo language and the English language, preferred.
- Be culturally sensitive when working with the children and families in the community.
- Must possess a valid NM driver's license with good driving record.
- Seek referrals from services providers and make appropriate referrals for the identified children and their families to other appropriate services.
- Create intake packets; maintain organization of the child files (update information; assist with follow-up; assist with outside community referrals) while assuring confidentiality of child's records.
- Assist families in identifying and accessing all available services and resources, not just those related to the child's condition, with medical and health providers; housing; mental health services; and other identified needs.
- Conduct home visits to provide case management to eligible families.
- Maintain a caseload of child and families who require coordination of services due to identified needs of families (i.e. assist a family to Carrie Tingley for concerns of child's physical development, help families obtain Play Therapy, assist with Social Security application).
- Transport child and family to scheduled appointments related to required early intervention screening, evaluations, assessments, and other health/medical appointments.
- Coordinate initial screenings and evaluations of children or children who are suspected of having a development delay or disability and document and maintain a record of all screenings and evaluations completed with the child.
- Attend eligibility meetings, Individualized Family Service Plan (IFSP), Multidisciplinary Team Meetings (MET), and/or Individualized Education Program (IEP) meetings for identified children.
- Serve as a liaison and advocate for families while encouraging families to practice self-advocacy and access community resources.
- Formally communicate with Local Education Agency (LEA) (Albuquerque Public Schools- To'Hajiilee Community School's LEA) about Child Find screening; evaluations; Part B, special education services; Individualized Education Program (IEP) goals; progress towards goals; and ongoing needs of identified students.
- Submit necessary reports to Director of Family Engagement in a timely manner.
- Attend and participate in team meetings, staffing, trainings, Child File Reviews, and other relevant related activities.
- Coordinate and/or assist in providing parent trainings; development play groups; participate and assist in family engagement events; and/or parent groups relating to parenting, special education, and/or other related topics.
- Conduct public awareness and Child Find activities by developing a consistent plan to assure that children are identified early and that the Child Find activities are provided in a culturally sensitive manner (i.e. Child Find Fairs, Hearing/Vision Screening Fairs, and Community Health Fairs).
- Perform procurement activities by completing and maintaining requisitions and purchase orders for supplies, materials and equipment.



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- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630

## PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

## APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

## OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

**HOW TO APPLY:** Submit the following documents:

1. Employment Application (Download from the website); a current resume is strongly encouraged.
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Unofficial College Transcripts (An official transcript will be required upon hire)
4. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
5. Copy of valid Driver's License AND a Copy of Individual Motor Vehicle Driving Report

**ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.**