

**SUMMARY: Southwest Cooperative is seeking to hire an Early Childhood Special Education Coordinator to supervise program operations serving children with disabilities ages three to five on behalf of 9 school districts in the SWAEC area.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- The Early Childhood Coordinator is responsible for the implementation of early childhood special education services on behalf of the public schools within the cooperative region.
- The Early Childhood Coordinator is responsible for working with superintendents and district administrators in the development of special education services for children with disabilities age three to five.
- The Early Childhood Coordinator is responsible for employing, evaluating, training and supervising early childhood personnel.
- The Early Childhood Coordinator is responsible for working with the Arkansas Department of Education in accordance with the regulations set forth by the Individuals with Disabilities Act.
- The Early Childhood Coordinator is responsible for developing and maintaining the early childhood grant application, program approval, budget and financial reports annually.
- The Early Childhood Coordinator is responsible for purchasing supplies and materials for the program.
- The Early Childhood Coordinator is responsible for working with various agencies throughout the region.
- The Early Childhood Coordinator is responsible for working with head start agencies and for the development of local agreements for assuring the delivery of services for children with disabilities enrolled in head start within the cooperative region.
- The Early Childhood Coordinator is responsible for adhering to the policies set forth by childcare license requirements.
- The Early Childhood Coordinator is responsible for the transition of students from the birth to three programs to the early childhood program.
- The Early Childhood Coordinator is responsible for the transition of students from the early childhood program to kindergarten.
- The Early Childhood Coordinator is responsible for providing trainings in the area of early childhood. The Early Childhood Coordinator is responsible for participating in professional development, staff meetings, local, state and national conferences in an effort to maintain a high level of professionalism.

## **MINIMUM QUALIFICATIONS**

- Master's degree in Special Education or related field such as Early Childhood Special Education
- Special Education supervision certification preferred with supervisory experience
- Valid Arkansas Teacher's License as outlined by the ADE
- Experience working with young children with disabilities