

**Roswell Independent School District  
Job Description**

**Job Title: EARLY CHILDHOOD COORDINATOR**

**Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**Job Summary:**

Coordinate Early Childhood educational services for the developmentally delayed student within the public school setting.

**Essential Duties and Responsibilities:**

1. Coordinate transition of students from the NM Family Infant Toddler Program into the school district Developmentally Delayed Program.
2. Coordinate Child Find activities with public and private community agencies.
3. Collaborate with state agencies, i.e. Children, Youth and Families Department, Department of Education, Human Services Department, Department of Health, Public Health Division, state supported schools, i.e. NM School for the Deaf and NM School for the Visually Handicapped.
4. Coordinate a Trans-disciplinary Therapeutic Approach for developing and serving early childhood programs.
5. Coordinate initial screening and referral process including documentation of formal evaluations, sensitivity, and parent training based on the students IEP.
6. Develop and provide professional training for early childhood certified teachers and related service personnel and non-certified personnel.
7. Oversee research based curriculum model with emphasis on Language and Reading skills integrated into the Therapeutic Model.
8. Maintain confidentiality with sensitive matters.
9. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
10. Report to work on time and work no less than 7.25 hours per day.
11. Work independently with very little supervision.
12. May be required to perform other related functions/duties as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. Current State of New Mexico Educational licensure requirements for Special Education, Early Childhood or Regular Education K-12.
2. Must have Diagnostic or School Psychologist Degree license.
3. Valid Drivers' license and Car Insurance (if traveling from site to site)
4. Early childhood developmentally delayed students' needs.
5. Able to work with students in the age group of 2 to 5 years of age.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**EARLY CHILDHOOD COORDINATOR (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**