

**Overview**

This position works as a part of the content area team of specialists/coordinators and Site Education Managers to integrate Head Start and Early Head Start services for children and families and is responsible for providing special services for children 6 weeks thru 5 years old with disabilities enrolled in CEEN programs. This position ensures that services to children with disabilities are in compliance with federal regulations and laws governing disabilities efforts as defined in IDEA and ADA.

**Job Type:** Full-time

**Salary:** \$23.96 – \$25.00 per hour, dependent on qualifications and experience.

**Hours Required:** 8:00AM – 4:30PM, Monday – Friday.

**General Summary of Position Duties**

The Disabilities content area is an integral part of the larger system of services provided by CEEN. It plays an important part in supporting the goals of the program. This position is responsible for the identification of and services to children with disabilities; as detailed in the Head Start Program Performance Standards.

Responsibilities of this position includes working with teaching staff to ensure that the early childhood education curriculum is individualized for children with disabilities, ensuring compliance with performance standards and recognized best practices in the field of early childhood education and special education. The position ensures that disabilities services are supported by District staff/consultants with training and experience in areas that include the theories and principles of child growth and development; early childhood education and family support; and human or family services so that services for children with and without disabilities can be individualized and secure. This includes working to develop appropriate placement for children with disabilities and ensuring that the early childhood education curriculum is individualized and supports the child's IEP/IFSP goals.

This position requires proficiency in the upkeep and entry of data into online and software-based systems, pulling monthly reports as required (or more often as needed) and for maintaining current and complete documentation of their content area. The ideal candidate for this position would have a high degree of professionalism, tact, and is able to effectively communicate both verbally and in writing. This position provides content area training and technical supervision to other agency staff. This is a 52 week; 40 hrs. per week non-exempt position.

**Required Qualifications:**

- (1) BA in the field of Special Education or a closely related field is required
- (2) Must have 3-5 years of hands-on experience working directly with children with special needs as well as their parents and families, as well as with the classroom teachers and with school district personnel.
- (3) This position will require a great deal of professional skill; strong relationship building skills, communication skills and writing skills, in working with families, teaching staff, and our school district community partners. This position also requires a great deal of organization, flexibility, tracking, and scheduling; regarding attending all required evaluations and staffing's.

**Additional Steps:**

In order to quickly move through the hiring process, please have these documents prepared for our hiring team:

- (1) Completed Colorado Early Education Network job application  
(<https://ceen.org/images/CEEN%20Job%20Application%202023.pdf>)
- (2) The diploma required for your position (High School, AA, BA, etc)
- (3) Educational transcripts for any ECE credits earned
- (4) Hours of Experience letters from previous childcare employers

*Colorado Early Education Network is an Equal Opportunity Employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.*