

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Education and Disabilities Services Director

**Department:** Early Childhood Education

**Reports to:** Director of Early Childhood Education

**Hours:** Full-time

### **Position Summary:**

The Education and Disabilities Director is responsible for identifying children who may have a disability, assuring appropriate intervention and services, and for managing, implementing and evaluating comprehensive programs for children with disabilities and their families enrolled, as well as directing the planning, organizing, and implementation of education services for all children.

### **Responsibilities:**

- Supervise all Instructional support Coaches and the Mental Health Consultant.
- Oversight of Mental Health and Education Services Coordinator.
- Participate in the development of I.E.P. (Individual Education Plan) or I.F.S.P.'s (Individual Family Service Plan).
- Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; Head Start child development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices.
- Deliver pre-service and monthly in-service training sessions to teaching staff.
- Provide overall supervision of all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies.
- Supervise children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports (Teaching Strategies Gold).
- Lead responsibility for parent involvement in education services as per HS requirements.
- Coordinate the transition of children to Kindergarten, and assist with the children's transition to their next destination at the end of the school year.
- Work cooperatively with other directors and/or consultants to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services.
- Ensure that all developmental screenings are completed within 45 days after a child has been enrolled.
- Plans and delivers, or secures, individualized and/or group training for staff and parents.
- In close communication with the seven Center Directors, negotiates and secures Interagency Agreements with all local education agencies (LEA) and Committee on Preschool Education

(CPSE)

- Assures the referral of children to the LEA and CPSE when the need arises.
- Ensures parents' consent and permission forms are signed, coordinates the diagnostic process to be completed by an interdisciplinary team, develops and implements the plans and delivery of quality services.
- Assures that all necessary accommodations and adaptations are made, including but not limited to transportation, translation and daily schedule for children with special needs.
- Ensures the maintenance of required program records.
- Submits required program reports (to include monthly reports to the Policy or Parent Committees and Board of Directors) in an accurate and timely fashion and participates in all case management meetings.
- Assists in setting, clarifying and communicating disabilities services standards and laws to staff and parents, when required or requested.
- Works closely with instructional staff to plan integrated services and awareness activities for all children.
- Coordinates with Family and Community Engagement Director the recruitment of children with disabilities; participates, with Health Services Coordinator, in the development of special environmental and safety procedures; and ensures the participation of disabilities service providers.
- Secures appropriate resources for staff, parents and children to include supplies, equipment, and training materials.
- Follows and implements Union Settlement policies, procedures and systems, ensuring compliance with Head Start Performance Standards, ACS, and federal and state laws.
- Ensures strict child and family confidentiality.
- Contributes to the development of program proposals and Community Assessment, as requested.
- Participates in local associations and groups serving community children (with and without disabilities) and their families.
- Participates in the annual program self-assessment and Grantee monitoring visits.
- Ensures all disabilities resources are updated and included in a Resource Directory.
- Transitions children with disabilities and those in the diagnostic process to their next destination, ensuring a smooth and efficient process, with full parental participation.
- Assists Director to ensure agency's compliance with the Americans with Disabilities Act (ADA).
- Assure that files and documentation are complete, accurate, and confidentiality maintained.
- Perform additional duties as assigned by the Director of Early Childhood Education.
- Conduct and maintain ongoing records of the interdisciplinary meeting and follow up for children who need additional services.

**Qualifications:**

- Master's degree in Early Childhood Education and/or Special Education.
- NYS Teachers Certification.
- Demonstrated knowledge of Early Learn.
- Demonstrated knowledge of UPK.

- Demonstrated knowledge of Head Start Performance Standards.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership, supervisory, and training skills.

**To Apply:**

Please send Cover Letter, Resume and 3 Professional References to:

[earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org).

Please indicate Education and Disabilities Services Director in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**