



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Early Intervention Coordinator*

PURPOSE OF POSITION:

To be responsible for facilitating a child's transition to preschool education services and/or other programs and services needed by the child and family as the child ages out of the Early Intervention Program, including the development of a transition plan

REPORTS TO: Administrator of Special Education and Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Facilitate initial communication with Early Interventions regarding preschoolers from Early Intervention
2. Attend pre-planning meeting to welcome families transitioning from Early Interventions
3. Act as a point person for EI families with any additional questions regarding the transition process
4. Be available to Early Intervention and transitioning families during set work hours
5. Write a summary from pre-planning meeting and share with TEAM (principals, teachers, therapists, ETCs, and Special Education Administrator)
6. Attend annual meeting

QUALIFICATIONS:

1. 2 Years or more working in an inclusive Preschool Program
2. Self-motivating and able to work independently
3. Bachelor's degree in Early Childhood or related field
4. Massachusetts Special Education and/or Preschool Licensure

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: Part Time – Determined Based on Need
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: Per Diem Rate Per Triton Regional Teacher's Association Contract

EVALUATION: The performance of this job will be evaluated by the appropriate Administrator in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional Support Services Personnel.