

Notice of Job Vacancy

Posting Date: August 10, 2016

Position: Interim Service Coordinator

Employment Term: Full-time, 240 days per year

Salary: Based on degree, experience on the RESA 8 salary schedule.
Benefits according to state regulations.

Qualifications: BA and/or MA (MA preferred) in approved human services field such as elementary education, special education, social work or a relevant field related to child development as set by the WV Birth to Three Personnel Guide. Must be knowledgeable concerning Foundations in Early Intervention, Infant/Toddler Development, Family Centered Services, Effective Team Practice, Evaluation and Assessment, and Individual Family Service Plans.

Job Description: Serves as the primary initial contact for children and their families; ensures the implementation of provisions for the WV Birth to Three program (Part C of the Individuals with Disabilities Education Act (IDEA) through the initial multidisciplinary evaluation and assessment process.

Responsibilities: The general responsibilities of the Interim Service Coordinator include: coordinates a multidisciplinary evaluation and assessment for all children referred into the Birth to Three System; completes intake documents via face to face visits with family; explains to the family their procedural safeguards and rights under Part C of IDEA, FERPA and HIPPA; obtains written consent for the evaluation and assessment process, including assisting families in the selection of their evaluation team; facilitation of the development of the initial IFSP for all eligible children; and completes all required documentation in a concise and accurate manner using approved WV Birth to Three forms. Coordinates and participates in public awareness activities and child find activities.

Reports To: Regional Administrative Director/Coordinator for Region 8
RESA 8 Executive Director

Conditions of Employment: Recommended by the RESA 8 Executive Director; Confirmed by the RESA 8 Advisory Council; Approved by WV State Board of Education

Start Date: To be determined, pending approval process.

Application must include: RESA 8 application, resume, and three letters of reference.

Submit hard copy applications to: RESA 8
109 South College Street
Martinsburg, WV 25401
Attention: Shannon Johnson, Personnel Coordinator

Electronic applications should be sent to sdjohnson@k12.wv.us or FAXED to 304-267-3599.

All applications must be received by **August 19, 2016** for consideration.

RESA 8 is an Equal Opportunity Employer.