



**UNITED INDIANS**  
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## **JOB DESCRIPTION**

**JOB TITLE:** Head Start Disabilities Specialist **PROGRAM:** Head Start

**REPORTS TO:** Head Start Director

**STATUS:** Nine (9) month position, 40  
hrs per week

**LOCATION:** Daybreak Cultural Center

**PAY SCALE:** DOE

The United Indians of All Tribes Foundation is a non profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

The Head Start program has a unique identity, both in the Native American community and with Region 10 Office of Head Start. Our service area includes boundaries with other Seattle grantees and with the priority to serve all Native Children in the Seattle city limits.

The Head Start Disabilities Specialist has primary responsibility to plan, develop and implement disabilities and mental health components of the Head Start program to ensure compliance with Head Start Performance Standards and other relevant regulations. This position also collaborates with the Education Specialist to plan and evaluate program systems and practices related to child behavior management. The position provides coordination, consultation and training in the above areas and provides oversight of and direction to the contracted mental health services consultant and any students/volunteers working in the assigned areas. The Disabilities Specialist also assures that site and record reviews are completed to monitor program compliance and provides input to supervisors on employee performance related to disability and mental health services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement services and systems for the disabilities services component of the Head Start program to maintain compliance with Head Start Performance Standards, the American with Disabilities Act. IDEA and other regulations.
- Develop and implement systems and services for the mental health services component of the Head Start program to maintain compliance with Head Start Performance Standards.
- Collaborate with the Education Specialist to plan and evaluate systems and services for child behavior management and to complete child behavior assessments and evaluations.
- Participate in planning activities and decision making as a member of the Head Start management team.

- Complete/annually update the program's inter-agency agreement with the community ESD Early Childhood Special Education Program.
- Assist with the planning, recruiting and contracting of the program's mental health consultant(s) in compliance with agency procedure.
- Provide oversight of assigned component budgets and participate in budget planning related to assigned component areas.
- Responsible with the Head Start management team for the preparation of annual head Start goals, objectives and work plans. Responsible for development of the disability and mental health sections of the plans.

The Disabilities Specialist will provide Consultation with the following responsibilities:

- Provide appropriate disabilities, mental health and behavior consultation to staff, parents and partners agencies.
- Collaborate effectively and respectfully with school district in planning, monitoring and documenting child disability services including: service delivery, development of transition plans, facilitation of transportation services and support for recruitment and enrollment of children with disabilities.
- Support, train and consult with Head Start Staff on inclusion of children with special needs, integration of IFSP goals, behavior assessment and management, and transitioning of children with disabilities. This includes, but is not limited to on-site consultation, training, phone and email consultation, documentation and written reports, record keeping and tracking of data.
- Work cooperatively with ECSE Service Coordinators to ensure that children's IFSP goals are being met and ECSE services are documented.

Qualifications;

- BA or advanced degree in Early Childhood Education, (See Head Start Act, Sec. 648 A for minimum requirements) or a combination of education and experience may be considered
- Two years supervisory and administration experience, especially supervision of staff with diverse educational strengths
- Three years teaching experience in a pre-school setting
- Previous experience working with a variety of cultures, ethnic backgrounds, multi-lingual and low income persons
- Excellent organizational skills
- Proficient computer skills
- Excellent oral and written communication skills
- Familiarity with various ethnic and cultural groups required.
- Ability to create, implement, monitor and evaluate systems
- Knowledge of current practices in early childhood service delivery and developmentally appropriate practices required
- Knowledge of language development in early childhood programs for non-native English speakers preferred

- Successful track record of supervision and ability to work well as a team
- Food handlers permit
- Previous Head Start experience preferred
- An individual that has experience, strong knowledge, and an intimate understanding of Indian culture, tribal politics and Native American heritage.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### *PHYSICAL DEMANDS*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### *WORK ENVIRONMENT*

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.