POSITION ANNOUNCEMENT

Position: CCR&R Inclusion Coordinator

Responsible for providing ongoing support to families who have children with special needs and to the childcare providers that care for them. This position is grant funded.

Responsibilities:

• Provides professional development by delivering Bright from the Start developed and approved training to families, child care providers, Georgia Pre-K teachers and staff, Head Start and after school program staff through presentations and on-site and telephone follow up activities. Provides ongoing support to providers through establishment of ongoing leadership to community of practice groups with child care or Georgia Pre-K providers.

• Provides off-site technical assistance through initial and follow up offsite consultation via telephone, email or other method, to assist in identifying and prioritizing professional development needs of families, child care providers and others. Provides referrals for community resources, educational information and other resources to assist in supporting inclusion of young children with disabilities.

• Leads Georgia Quest for Quality Inclusion Regional Team by coordinating efforts to plan, implement, and evaluate activities designed to build opportunities for inclusion through professional development targeted to local partners. Provides resources, information and logistical support to the teams to ensure participation by all members.

• Develops and supports community activities and resources through supporting increased and improved inclusion of children with disabilities by participating as an active member in local community groups such as Family Connection Collaboratives, Part C Local Interagency Councils, Navigator Teams, Georgia Pre-K Resource Coordinator Collaboratives, local education agency school-based support teams and other early childhood focused community groups. Develops new partnerships with community leaders and agency personnel to increase understanding and value for high quality inclusive settings for young children.

• Actively Markets Inclusion Program to increase community knowledge and use of inclusion program services through individual visits to centers, family providers, Georgia pre-k, head start, after school programs; presentations to child care providers, community agencies, professional groups, college/technical school classes, family support organizations and so on.

• Completes and submits required paperwork including monthly reports, other reporting and documentation as indicated in the periodicity schedule provided.

• Performs other duties as assigned to meet program needs.

• Maintains all records and fiscal reporting requirements as designated by the Director.

Minimum Qualifications:

• BS or higher in early childhood special education, special education, dual birth to five certification or a closely related field. Related fields may include: child development, early childhood education, speech/language pathologist, physical therapist, occupational therapist.

• Three years of experience in an inclusive early childhood setting with children age birth through five.

• Candidate must meet trainer approval system requirements for degree and experience.

Desired Qualifications:

• Master’s degree in Special Education or Early Childhood Special Education and three years of experience in an inclusive early childhood setting with children age birth through five is preferred.

• Ability to work in a team environment with diverse group of people.

• Must be able to take initiative and work independently

• Must maintain well organized files and documentation

• Strong customer service and communication skills

Physical Demands: Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary/Benefits: Salary is competitive and commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package. Positions are contingent upon funding.

Application Deadline: For best consideration, applications should be received by June 15, 2011. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College
Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:
Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.