



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Early Childhood Coordinator – Learning Support Services

Job Summary:

The Early Childhood Coordinator (ECC) for Learning Support Services oversees the special education referral, evaluation, and enrollment process for children ages 2.5 to 6 years old, ensuring timely identification of Individualized Education Programs (IEPs), facilitates transitions between early intervention, preschool, and kindergarten services, and ensures compliance with all state and federal special education regulations. Working closely with families, educators, and service providers, the coordinator promotes inclusive practices and high-quality early childhood special education programming. This role also provides guidance, professional development, and oversight to support staff and maintains effective, compliant services for young learners.

Essential Functions (May include, but not limited to):

1. Coordinate the early childhood special education referral and evaluation process for children ages 2.5 to 6 years old, ensuring timely identification and eligibility determination.
2. Oversee the development, implementation, and monitoring of Individualized Education Programs (IEPs).
3. Facilitate transitions from Early Intervention (Part C) to Preschool Special Education (Part B) and from preschool to kindergarten, ensuring continuity of services in the least restrictive environment.
4. Collaborate with families, educators, administrators, and community agencies to support comprehensive evaluations, effective service delivery, and inclusive learning environments.
5. Provide guidance, training, and professional development to early childhood special education staff on instructional practices, compliance requirements, and program implementation.

(Continued on the next page)

Early Childhood Coordinator – Learning Support Services

Page 2

6. Monitor compliance with federal and state special education regulations and maintain accurate documentation, records, and reports related to evaluations, IEPs, and enrollment.
7. Analyze student data and program information to support decision making, monitor early childhood special education programming, and ensure timely services.
8. Manage early childhood special education enrollment process and maintain accurate student records within district information systems and IEP platforms.
9. Participate in departmental, instructional, and special education meetings while supporting the development and improvement of early childhood special education curriculum and services.
10. Build and maintain positive relationships with families, staff, administrators, and community partners to support student success and program effectiveness.
11. Perform additional duties as assigned.

Qualifications:

Education:

Bachelor's degree in an area of special education is required. Master's degree in an area of special education is preferred. Valid Michigan Teacher Certification with one or more special education endorsements, or Valid Michigan license in related field required.

Experience:

Minimum of 5 years successful early childhood special education related experience required, in a classroom setting preferred. Prior special education leadership experience preferred.

Skills:

Deep understanding of early childhood development and educational practices. Thorough knowledge of the transition process from Part C to Part B services. Familiarity with EdPlan. Strong leadership and organization skills with the ability to effectively manage multiple tasks and deadlines. Excellent communication and interpersonal skills to collaborate with all stakeholders. Demonstrated ability to lead and motivate a team of professionals, fostering a positive and inclusive work environment. Sound knowledge of state and federal laws, regulations, and best practices related to special education services. Detail orientated and able to maintain accurate records and documentation.

(Continued on the next page)

Early Childhood Coordinator – Learning Support Services

Page 3

Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: Criminal background check, including national and local clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Certification: Required

Type of Certification: State of Michigan Teacher Certification

Bargaining Unit: N/A

Salary Schedule: Full-Time, 219 days, At-Will position.

Immediate Supervisor: Director of Learning Support Services

Date: 3/10/2026

TM: tvs

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف-760-1259

Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

設有翻譯服務，祇要提出要求，請電。