

Position Title: Head Start Inclusion Liaison

Code:

Department: ECSES

Group: LHS

Reports to: Education Supervisor

Date: January 12, 2024

PURPOSE OF POSITION:

The Lebanon Head Start Inclusion Liaison serves as the liaison between Lebanon Head Start and Early Intervention to support the referral of children suspected of being eligible for services under IDEA who are enrolled in the Head Start program. The Lebanon Head Start Inclusion Liaison supports the coordination of services between Head Start with Early Intervention, who provides specialized services to children who are eligible under IDEA.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- prompt responsiveness to inquiries
 - professional and courteous verbal and nonverbal communication
 - proactive problem solving
 - embody and promote the Keys to our Culture
 - positively contribute to establishing trust, unity, and a sense of belonging with each interaction, throughout the organization and with external stakeholders
1. Supports the administration of Early Childhood developmental screenings, as required by Head Start program standards, for children enrolled in Lebanon Head Start; including the analysis of child data to help guide referrals.
 2. Monitors the progress of children suspected of being “at risk” based on screening results and data.
 3. Advocates for children in focused planning sessions including staffing, behavioral health, special education, and transition meetings.
 4. Provides coaching and mentoring to Head Start staff to support inclusive practices, in conjunction with the core team.
 5. Collaborates with Early Intervention, on behalf of children enrolled in Head Start who are eligible for services under IDEA, to receive early intervention services in the Head Start setting, when Head Start is designated as the least restrictive environment.
 6. Documents screening services and special education services in the required data systems and submit monthly monitoring reports to the Lebanon Head Start Director.
 7. Supports the transfer of information for children with disabilities to support the child’s successful transition to the receiving program or school district.
 8. Other duties as assigned.
 9. Adheres to the established work schedule through regular and consistent attendance.

This is not a complete itemization of all facets of this position.

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10. Contributes to the effective team management of all problems, issues, and opportunities.
11. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: Early Childhood Education Certification required; Special Education Certification is also desired

Experience Required: 3-5 years' experience working with children in inclusive education setting

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 35%
Walk/stand: 65%
Driving: as may be required for position

Lifting: Up to 25 lbs.

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Early Childhood classroom, office

This is not a complete itemization of all facets of this position.

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