

Disability Coordinator (11)

Head Start · Location Varies, Minnesota

Job Title: Disability Coordinator

Department: Head Start

Supervisor: Head Start Director

FLSA Status: Non-exempt

Job Status: Full-time, 40 hours per week

RESPONSIBILITIES

The Disability Coordinator ensures coordinated disability services in compliance with Head Start and Early Head Start while meeting or exceeding all federal Head Start Performance Standards (45 CFR §§1302.61–1302.63), IDEA, ADA, Section 504, State Childcare Licensing Regulations, and local grant goals and objectives. This position assists in managing the Head Start program with specific responsibilities in the Disability Components.

Key Duties:

- Lead and coordinate disability services across Head Start and Early Head Start.
- Ensure timely identification, screening, and referral of children with potential disabilities.
- Coordinate evaluations, eligibility determinations, and documentation.
- Support IFSP and IEP development and implementation.
- Promote inclusive classroom practices and provide mentoring/coaching to staff.
- Engage families as partners and protect parent rights.
- Coordinate transitions to and from Head Start programs.
- Supervise related staff and support professional development.
- Maintain community partnerships and MOUs.
- Performs record-keeping and internal and external reporting tasks in a timely and objective fashion. Prepares and submits accurate reports including Program Information Report (PIR), quarterly, and annual reports.
- Contributes to and participates in strategic planning, program self-assessment, community assessment, and other efforts to improve program services and agency responsiveness to families; solicits community professionals to serve on the program assessment team. Assist in planning and implementing changes in the program.
- Develops, monitors, and evaluates progress on component goals and objectives; reports progress on action plans.

General Duties (For all Head Start Staff):

- Respect family cultures, languages, and values.
- Maintain confidentiality and act as a mandated reporter.
- Support recruitment and enrollment efforts.
- Participate in professional development and required training.
- Promote diversity, equity, and inclusion.

Education and Experience:

- At a minimum, must have a Baccalaureate degree and equivalent coursework in early childhood education or Early Childhood Special Ed; with disability experience within early childhood and school districts.
- CPR and First Aid certification within three (3) months

Knowledge and Skills:

- Knowledge of Head Start Performance Standards.
- Knowledge of IDEA and early childhood special education systems.
- Strong organizational skills, data tracking, and communication skills.
- Problem solving and conflict resolution skills.
- Ability to work independently and as part of a team.
- Ability to train and provide technical assistance to on and off-site staff.
- Ability to plan, set goals, monitor implementation, and evaluate program activities.
- Effective verbal and written communication skills.
- Efficient working knowledge of computer systems and software programs.
- Ability to oversee the delivery of services to children and families at assigned sites.
- Reliable, regular attendance.

Other Requirements:

- Must agree to a Satisfactory Background Study.
- Must have satisfactory medical exam and health screenings as requested per Head Start regulations.
- Valid driver's license and reliable transportation.
- Ability to travel between program sites.
- Ability to use standard office equipment and software.

Semcac reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Semcac is an equal opportunity employer.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities described in this job description? Please check one:

- YES
- NO

Employee Signature and Date

Supervisor Signature and Date

Director Signature and Date

Prepared By: Tara Blom
Revision Date: 05/06/2026
Approved By: Jeff Rogness
Approved Date: