Community Action Organization of Erie County, Inc.

70 Harvard Place ■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:
U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

JANUARY 25, 2010 **JOB NOTICE** **IN-HOUSE/PUBLIC**

The following position is available in our CAO Head Start Program, located throughout Erie County,

POSITION: **DISABILITIES COORDINATOR**

DUTIES:

Responsible for coordination, implementation, monitoring, and evaluation of disabilities services to children and families, as defined in the sub service area of the Head Start Performance Standards. Coordinate all phases of the Disabilities Services program and provide in-service educational instruction to staff members. Establishes relationships with public and private child servicing agencies. Establishes close working relationships with supervisory staff, teaching staff, and family partners on the needs of children with disabilities. Coordinates and facilitates special education collaboration classrooms.

QUALIFICATIONS:

Masters degree in Special Education or related field and three years experience with children and families experiencing issues relating to disabilities.

OR

Bachelor's degree in Special Education or related field and at least four years experience with children and families experiencing issues relating to disabilities.

Course training or additional certification in Early Childhood preferred.

Experience and/or knowledge of Special Education behavior guidance techniques desired.

SALARY: $$14.50 - $16.00 per hour **DOE** – F/T plus benefits

Applications/ resumes, will be accepted at the CAO Human Resource Department, 70 Harvard Place, Buffalo, 14209, up to and including February 12, 2010, or email to caohr@roadrunner.com

JOB POSTING #085

PHONE CALLS PLEASE.