



**Employment Opportunity
Butler County Educational Service Center
February 11, 2010**

POSITION: Student Services Coordinator– Early Head Start

GENERAL DESCRIPTION:

The Student Services Coordinator ensures that all the needs are met of children enrolled in the Prenatal to 3 programs; promote preventive health care and to link families with the appropriate health and safety care system; organize and facilitate the provision for student services to assist all Early Head Start enrollees in the areas of emotional, cognitive, physical, and social development in accordance with federal and state expectations and Head Start performance standards. The Student Services Coordinator will assist in the facilitation of the IFSP process; provide assistance and guidance to Home Visitors to assess for health, nutrition and safety needs, promote preventive services, assure proper documentation and student records in cooperation with the EHS Supervisor and link families with appropriate community resources.

QUALIFICATIONS:

- Bachelor's degree in special education, early childhood, nursing, or related field.
- Two (2) years experience in record management and health services.
- Experience working with pregnant mothers and/or children 0-5.
- Ability to understand, interpret and apply state and federal laws regarding services to children with disabilities/special needs.
- Willingness/ability to work as a team member and independently.
- Demonstrated ability to communicate effectively with staff, administration, community agency personnel, and families.
- Computer expertise appropriate to the position.
- Excellent organizational and time management skills.
- History of good job attendance.
- Valid Ohio driver's license with good driving record and daily access to a personal vehicle.
- Must pass criminal background checks, drug and alcohol tests and be free from communicable disease.

STARTING DATE: March 1, 2010 or ASAP
SALARY: \$32,000 - \$42,000
BENEFITS: Excellent fringe benefit package based upon Board Policy
WORK YEAR: Full Time 260 days
DEADLINE: 2/24/10 or until filled
APPLY TO: Send letter of interest, resume, list of references, and Support Staff Application which can be accessed at www.bcesc.org, to:
Butler County Educational Service Center
Lori Thesken, Asst. Superintendent for HR
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011