Programs for Young Children Coordinator
Indianapolis Public Schools

Submit an online application, HERE
Questions: SnoufferAR@myips.org

Purpose of Position/Summary:
The Programs for Young Children Coordinator organizes and manages special education preschool supports, services, and resources across the district. This is a 12-month position.

Essential Duties/Responsibilities:
The Programs for Young Children (PYC) Coordinator oversees and coordinates the day-to-day execution of supports for preschool students with special needs. The PYC Coordinator is specifically responsible for the following:

- Provides leadership and collaboration to ensure that preschool initiatives are student-focused and aligned with the vision of the District’s strategic plan;
- Demonstrates thorough knowledge of special education and general education issues relating to preschool services necessary for student success;
- Working knowledge of federal (IDEA) and state (Article 7) special education laws, rules, and regulations;
- Ensures that parents are provided with opportunities to have their preschool child screened and/or evaluated (IDEA/Child Find);
- Attends First Steps 90 Day Transition Meetings;
- Ensures that children served in First Steps are provided services by their 3rd birthday;
- Manages documentation provided by First Steps to monitor transition services;
- Arranges for all students to have a valid STN in order for teachers to gain access to the Indiana IEP and ISTAR-KR;
- Develops and consistently revisits PYC procedures to ensure continuity services and foresight of potential compliance issues;
- Works collaboratively with principals, teachers, and staff in the development of appropriate supports for preschool students;
- Provides in-service training for Programs for Young Children staff and preschool special education staff;
- Provides support to struggling teachers in preschool special education classrooms;
- Schedules and facilitates evaluations for preschool students and their families;
- Oversees the scheduling of preschool floater classroom assistant;
- Attends case conferences for students as requested/needed;
- Compliance monitor for all preschool case conferences;
- Arranges transportation for preschool students;
- Communicates effectively, and in a timely manner, with parents and guardians of special needs students to address complaints, issues and concerns;
- Perform duties assigned by the Special Education Director.

Core Competencies
Critical core competencies for successful performance in this role are:

- Highly-developed communications skills (written/verbal) and interpersonal savvy
- Results/action-orientation; project management skills
- Organizational agility; developed negotiation skills
• Unquestionable personal code of ethics, integrity, diversity and trust
• Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
• Strong strategic analysis skills

Qualifications
This role provides privileged access to the inner workings between the IPS Special Education Department and partner organizations. The successful candidate will be discrete, high-energy, agile-minded, strategic, proactive, a direct communicator, highly-organized and committed to the vision and values of Indianapolis Public Schools (IPS) and the IPS Special Education Department. In addition, the following standards will generally define the successful incumbent:

• Special Education certification;
• Working knowledge of federal and state special education laws (IDEA and Article 7), rules, and practices;
• Broad knowledge of the theories, principles, practices and methodology of special education;
• Broad knowledge of Indiana and IPS special education policies, procedures and programs;
• Understanding of special education state and federal funds;
• Ability to be creative in developing alternatives to meet special education needs at each school;
• A track record of developing and maintaining strong working relationships with and among a diverse group of actors;
• Excellent communication skills and strong analytical and writing capabilities;
• Close attention to detail coupled with the ability to exercise good judgment;
• Strong organizational, oral and written communication, and interpersonal skills;
• Proactive nature; able to anticipate conflicts before they arise;
• Ability to work well independently as well as collaboratively;
• Ability to execute meetings, calls and emails with professionalism, courtesy and accuracy;
• Personal qualities of maturity, humility, strong work ethic, sense of humor, and diligence; and
• Ability to effectively allocate and prioritize time to several tasks to ensure completion of all.

Supervisory Responsibilities/Direct Reports:
The IPS Programs for Young Children Coordinator directly manages the implementation of all special education preschool supports, resources, and relationships with schools and partner organizations.

Personal Work Relationships:
The individual in this position works with a wide range of PYC staff, partners, administrators and service providers on routine and diverse problems encountered to fulfill its special education duties. The individual must possess and employ a variety of personal and interpersonal skills in the discharge of the position’s responsibilities. This position requires a positive attitude when dealing with staff and PYC constituents. Good judgment, discretion and individual initiative are necessary for the effective discharge of the position’s significant responsibilities.

Physical Effort:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
**Working Conditions:**
The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.