

# Senior Program Officer of Early Intervention Early Intervention

**Job Number** 4600286982

**Start Date**

**Open Date** 12/12/2023

**Closing Date** 03/12/2024

***Other - Position - Valid PA Certificate***

Under the direction of the Executive Director for Early Childhood Education, the Senior Program Officers directs the operation and management of the Early Intervention Program for the City of Pittsburgh. The Sr. Program Officer is responsible for a variety of functions, including, but not limited to: staff supervision and evaluation, curriculum and instruction, pre-academic proficiency, specially designed instruction, completion of state plan, inclusive education practices, interagency collaboration, coordinating outreach efforts, budgeting, hiring Early Intervention staff, transitioning children from infant-toddler programs and transition to kindergarten/school-age special education, state & federal compliance including audits, data analyzing, monitoring, attendance, and participation at various state Pennsylvania Dept. of Education (PDE) / Office of Child Development and Early Learning (OCDEL) Early Intervention meetings, trainings & committees.

## **Reports To**

Executive Director for Early Childhood Education

## **Salary**

Support Administrator, Level 1 (\$113,891/Annually)

FLSA Exempt

## **Qualifications**

-Master's degree in Special Education, Early Childhood Education, or related field with a PA State Supervisor's or Principal's Certificate and 10+ years experience in an administrative capacity.

-Experience in the field of Early Intervention, Special Education, and/or Early Childhood is required.

-Knowledge of state and federal special education / early intervention regulations required.

-Must have excellent leadership, interpersonal, organizational, written and verbal communication skills.

-Must also have the ability to cultivate relationships, work

independently and collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.

-Experience with data collection & analysis preferred.

**Residency  
Requirements**

No Residency Requirement

**Essential Job  
Functions**

1. Leads Early Intervention (EI) in all fiscal and program processes; maintains overall program integrity and efficacy. Functions as the district EI LEA.

2. Manages a multi-million dollar budget with multiple funding sources; efficiently manages a large program in a cost-effective manner.

3. Supervises and evaluates EI staff according to Pennsylvania Department of Education, State Office of Child Development and Early Learning, and District policies.

4. Assure all program staff adhere to District and program policies using progressive discipline as needed (ex. warning letters, critical incidents, attendance improvement plans, etc.).

5. Establishes and monitors contracts for the Early Intervention Program.

6. Directs summer programming.

7. Works with PA Dept. of Education's (PDE) Office of Child Development and Early Learning (OCDEL) to ensure that funds are utilized via Medical Assistance billing and reimbursement, federal IDEA and state EI funds.

8. Works with OCDEL to maintain data reporting requirements for on-going state auditing and required child count.

9. Organize and support district, state, and federal audits and reviews.

10. Assist with proposal and grant writing.

11. Attends required OCDEL and SICC meetings, conferences and trainings for the Western Region.
12. Participates as an active member of the Local Interagency Coordinating Council (LICC).
13. Communicates with advocacy groups and other agencies to maintain a strong positive relationship and voice with community partners.
14. Implements MOU for inclusive practices with Early Childhood partners and the community at large.
15. Directs internal hiring in coordination with the HR department.
16. Coordinates a large volume of tasks that require a high level of organization with high efficiency and accuracy.
17. Demonstrates a commitment to families as our educational partners.
18. Interfaces with district departments to ensure seamless program implementation (ie. Transportation, Technology, Food Service, Professional Learning, Finance, Facilities, etc.).
19. Provide professional learning opportunities to all staff in the program.
20. Collaborate, participate in, and support all Early Childhood Education Program related initiatives.
21. Research and remain abreast with new knowledgeable about the developments and trends in early intervention and special education.
22. Exercise a high-degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives while attending meetings and trainings.
23. Maintain confidentiality surrounding child records and sensitive parent information.
24. Participate in departmental, team, and individual

planning and goal-setting.

25. Communicate effectively with supervisors, peers, or others by providing timely information by telephone, e-mail, or in person.

26. Establish and maintain interpersonal relationships by developing constructive and cooperative working relationships with others, and maintaining them over time.

27. Resolve conflicts and negotiate with others by handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

28. Perform other duties and tasks as requested by the Early Childhood Education Program Executive Director.

### **Additional Job Information**

Physical Demands:

This position is primarily sedentary in nature. Employee will be required to utilize a computer and other appropriate technology. This position requires minimum physical effort and not subjected to Occupational Health and Safety risks.

Work Environment:

1. Indoors in busy office, working in close proximity to co-workers

2. Frequently required to work at fast pace

3. Requires considerable concentration and creativity

4. Subject to stress caused by a changing environment, tight deadlines and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression),

sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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