

**Southern Tier Independence Center  
Job Description**

**Position:** Early Childhood Specialist (ECDC)  
**Hours:** Full-time 35 hours per week  
**Revised:** 6/2017

**Qualifications:**

1. Bachelor's Degree in Human Services, Education or related field and two years experience working with families of children with disabilities.
2. Extensive knowledge of IDEA and other applicable education and disability-related laws/regulations and the CSE/CPSE process, required.
3. Extensive knowledge of preschool and other programs serving children with disabilities from birth to age five in the service area, required.
4. Excellent communication, organization, writing, and presentation skills, required.
5. Ability to work independently and to plan and prioritize work tasks and schedule.
6. Strong belief in and commitment to integration of people with disabilities in all areas of community life.
7. Commitment to providing services in the least restrictive environment.
8. Maintains professionalism and confidentiality at all times.

**Responsibilities:**

1. Extensive travel within a 12 county service area.
2. Work a flexible schedule that includes early mornings, evenings and weekends.
3. Provide outreach and workshops to families, professionals, schools, etc. in the region to inform them about ECDC services.
4. Develop, prepare and present professional presentations tailored to meet the needs of individuals, agencies and schools within the ECDC deliverables and SPP Indicators.
5. Develop and disseminate comprehensive, accurate information to parents, professionals, and educators regarding disability and early childhood issues, while maintaining neutrality and professionalism.
6. Collect statistical and other data, submit quarterly STIC reports, maintain required consumer records, and assist ECDC Director in completing required NYSED reports and work plans.
7. Participate on community boards and committees.
8. Actively participate on at least one STIC advocacy committee.
9. Attend weekly STIC and ECDC Staff meetings and record the minutes of the meeting.
10. Attend mandatory sign language classes as scheduled.
11. Attend regional and statewide meetings, webinars and phone conferences upon request as determined by the ECDC Director.
12. Maintain files for all meetings and presentations with copies of NYSED required documentation and submit Productivity Planner to ECDC Director on a weekly basis.
13. Excellent computer skills including extensive experience working with Microsoft Word, Excel, Power Point and Publisher preferred.
14. Coordinate the set-up, registration, agency display tables and completion of ECDC presentations and conferences.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, color, disability, religion, sexual orientation, gender, national origin, age or veteran status.