THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING
STATEWIDE EDUCATION AND FAMILY SERVICES

One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Employment Opportunity

Position: **Early Childhood Family Services (ECFS) Coordinator**
Salary: $42,686.60 - $77,094.94
Date Issued: November 5, 2019
Date Closed: When Filled

The Maine Educational Center for the Deaf and Hard of Hearing/Governor. Baxter School for the Deaf (MECDHH/GBSD) is seeking a highly motivated Deaf educator who possesses a high level of professionalism, strong communication skills and proven ability to deal with complex issues in this supervisory position to fill a full time, 203-day position of **Early Childhood Family Services (ECFS) Coordinator**, based in our Falmouth ECFS office.

PRIMARY RESPONSIBILITIES

Supervision and Team Support
Providing feedback, instruction, and guidance in joint home and preschool/daycare visits and regular supervision meetings to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.

Collaboration
Serving as the point of contact for the ECFS team in order to work effectively with other agencies and providers across the state.

Referral and Database Management
Ensuring an efficient and timely process of sending and receiving referrals to outside providers and agencies, monitoring relevant databases to ensure accurate data reflecting the success of the department's work.

Compliance Monitoring
Supporting the ECFS team in meeting relevant deadlines and following all regulations at the organization, state and federal levels.

Supporting Director
Providing ongoing support to department director in order to ensure flow of information between consultants and director, and to support director's and organization's aims for the program.

Communication and Community Outreach
Conveying timely information and ideas clearly and concisely to individuals or groups in an engaging manner. Supporting public relation goals for the organization to spread the word about the department and its work.

Data Collection and Reporting
Collecting and reporting data; writing timely monthly, quarterly, and annual reports as requested.

Direct Service
Providing Routines-Based Early Intervention, Specially Designed Instruction, observations, evaluations and consultations as needed.

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Meeting participation
Participating in bi-weekly Coordinator meetings, regular supervision meetings, IFSP/IEP meetings and other meetings as requested.

Diversity and Inclusivity
Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognizing the value of diverse perspectives and experiences; fostering a work environment reflective of the community at large. Supporting all families of their chosen communication modality.

Minimum Qualifications

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years' experience in Deaf Education or Special Education
- State of Maine Certification as a 292 Teacher of the Deaf or related certification/licensure
- Special Education Director, Assistant Director, or Building Administrator Certification **or** willingness to obtain
- Proven skills in the areas of organization, facilitation, supervision and program management
- High level of professionalism, strong organizational, communication and written skills
- Proven ability to deal effectively with a wide range of people in a helpful, positive and constructive way
- Proven talent dealing with complex issues in a fast paced, multi-task environment
- Ability to work independently and as a member of a team, establish priorities, and work collaboratively as a member of a diverse community
- Ability to engage in reasoned dialogue on complex, difficult or emotional issues
- Willingness to travel throughout the state of Maine
- Fluency in American Sign Language preferred, willingness to learn required
- Current CHRC Certificate required
- Such alternatives to the qualifications listed above as the Board my find appropriate and acceptable

A competitive salary and benefits package, including medical/dental insurance, Maine State Retirement and paid sick/personal time, is offered.

If interested in applying for this position, please click the **APPLY** link next to the **Early Childhood and Family Services Coordinator** listing on our Career Opportunities website page at https://www.mecdhh.org/professionals/career-opportunities.

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.