



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

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

Early Childhood and Family Services (ECFS) Coordinator

Department: Statewide Educational Services

Reports to: Director of Early Intervention & Family Engagement

Primary Responsibilities

- Oversee the statewide Early Childhood and Family Services program and staff members
- Serve as a member of the MECDHH/GBSD Coordination Team
- Conduct regular on-site observations of ECFS providers with children, families and professionals
- Assist consultants in long- and short-range planning, scheduling, service provision, and general assistive technology needs
- Train, supervise, lead, motivate and evaluate assigned staff
- Setup trainings on evidenced-based early childhood, coaching, and deaf education practices, providing/facilitating in-service opportunities for professional growth
- Collaborate with CDS to ensure statewide consistency and effective practices (across CDS sites and with various ECFS providers)
- Oversee and ensure open communication between ECFS staff, families, providers, other MECDHH/GBSD departments, MECDHH/GBSD leadership team
- Ensure that the implementation of all programs is consistent with Special Education Regulations, school policies and other applicable laws and regulations
- Assist in the development and monitoring of MECDHH/GBSD procedures
- Orient staff to the policies, procedures and philosophy of MECDHH/GBSD
- Coordinate timely intakes and new referrals from audiologists, families, pediatricians, and CDS sites to MECDHH/GBSD staff and contracted providers
- Report referral data to Director as requested
- Schedule and coordinate meetings for the ECFS team, families, providers and professional development in person or via ZOOM, Google or other virtual platforms
- Schedule interdepartmental meetings, collaborating as necessary
- Collaborate with other MECDHH/GBSD programs and coordinators to ensure smooth student transitions, program operations, and communication access at all times
- Oversee the databases for ECFS (IC, CINC, any new system)
- Oversee the collection/analysis of data to ensure accountability
- Oversee the ASL for Families Program in collaboration with the PSO coordinator

- Oversee the development and implementation of Parent Infant focus groups
- Inform the Director of student progress, Consultant effectiveness and program development
- Work collaboratively with the Interpreter Coordinator to ensure access
- Develop brochures (staff, student, parent) and other promotional/informational materials
- Compile monthly and year-end report for the Director
- Attend and present at conferences and Board meetings as requested by the Director
- Attend family events as requested by the Director
- Provide limited Special Instruction, Specially Designed Instruction and/or Consultation per IFSP/IEP referral
- Ensure statewide consistency
- This position may require a flexible schedule in order to meet the needs of students, families, and program needs
- Abide by all policies and procedures of MECDHH/GBSD and Federal/State regulations

Required Skills

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years of experience in Deaf/Special Education
- State of Maine Certification as a 292 Teacher of the Deaf or related certification/licensure State of Maine Certification as a 030 Special Education Director, 035, Assistant Special Education Director or relation certification/licensure as the Board may find appropriate and acceptable, or willingness to obtain.
- Proven skills in the areas of organization, facilitation and program management, data management, and written English communication
- Fluency in American Sign Language preferred; thorough knowledge of various communication opportunities for expressive and receptive language utilized by individuals who are deaf or hard of hearing
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive manner
- Ability to work independently ,establish priorities, and work collaboratively as a member of a diverse community of professionals with a high level of professionalism
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognizes the value of diverse perspectives and experiences and fosters a work environment reflective of the community at large.
- Ability to travel throughout the state for supervision, meetings, training, etc.
- Current CHRC Certificate required

Work Environment

This job operates in a professional office environment in the Falmouth or regional site office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

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 sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.