



VACANCY ANNOUNCEMENT

Education Coordinator I / Developmental Educator

Longwood Center for Communication, Literacy and Learning

Full-Time, Restricted - Classified, Exempt Position (#0R0003)

Longwood University invites qualified applicants for the Developmental Educator in the Infant & Toddler Connection Program. This position is responsible for providing assessment and educational services in natural settings to infants and toddlers (birth to three) who may display developmental delays or atypical behaviors in accordance with Part C of the Individuals with Disabilities Education Act (IDEA) and the Virginia Part C Practice Manual. Using family-centered principles, this position implements individual and group interventions, stimulating cognitive, language, adaptive, fine and gross motor skills, and social development, including parent support approaches and caregiver coaching.

The successful candidate will possess knowledge of typical early childhood development and characteristics of atypical development and disabilities; ability to administer assessments and implement instructional and behavioral programs; ability to interact effectively with infants and toddlers; ability to work effectively with professionals as part of a multidisciplinary team; ability to communicate effectively, both orally and in writing; ability to prepare written reports; ability to maintain consumer records in accordance with Part C, Medicaid and internal requirements and timelines; ability to bill for all services provided to clients with Medicaid; ability to lift assessment bags and transport to homes, to sit on floor and to drive a state vehicle to locations in the catchment area.

EDUCATION & EXPERIENCE

- Required: Bachelor's of Education or Special Education. Licensure appropriate as detailed in the Infant & Toddler Connection Practice Manual, Table A. Must be willing to obtain Virginia Early Intervention Certification on-line.
- Preferred: Master's Degree with Early Childhood Special Education or ECSE Endorsement. Prior experience working with children ages birth to three with disabilities. Bilingual candidates are encouraged to apply.

Pay band 5, minimum starting salary \$40,959. Commonwealth of Virginia benefits accompany this position. Successful criminal background check is required. Position will remain open until filled with a minimum five-day posting period. This is a grant funded, restricted – classified position. Please submit a Commonwealth of Virginia application <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> to (indicate position #0R0003):

Human Resources
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A diversified workforce is an important part of our strategic plan. EOE/AA (4/5/10)