**Washington State School for the Blind**

**Invites applications for the position of:**

**State Coordinator of Early Support for Blind/Visually Impaired Infants & Toddlers**

**Salary:** $60,235.00 - $109,140.00 Annually

**Opening Date:** 04/02/2014

**Closing Date:** Continuous

**Description:**



***Striving to educate blind and visually impaired children for independence and success!***

The mission of the Washington State School for the Blind is to provide specialized quality educational services to visually impaired/blind youth ages birth-21 within the state of Washington. Our purpose is to serve as a statewide demonstration and resource center and provide direct and indirect services to students both on campus and in the children’s local communities. Each employee plays a critical role for the school and our students. We value our employees and continuously encourage them to improve the way we provide service to our students and the community.

The Washington State School for the Blind (WSSB) is currently recruiting a State Coordinator of Early Support for Blind/Visually Impaired Infants & Toddlers. This position reports to the Superintendent of the WSSB, with guidance provided by an advisory group of family members and professionals with expertise in the area of early support for families of infants and toddlers who are blind/visually impaired.

The purpose of this position is to provide leadership in the development and coordination of a statewide system of training and technical assistance that will increase local capacity to meet the needs of families and service providers in support of identified infants and toddlers who are blind, visually impaired, and/or have cortical visual impairment.

**Duties:**

The Coordinator will help ensure that families of infants and toddlers with identified vision loss receive early intervention (EI) vision services, regardless of where they live in Washington State, by coordinating existing local, regional, and state resources, and making use of distance technologies where feasible. The goal is for infants and their families to begin EI services by four months of age in accordance with recommendations made by the State Birth- to - Three BVI Task Force.

**Essential Functions:**

* For the purpose of implementing and maintaining services and programs, coordinates and collaborates with local, regional, state and national entities, e.g., OSPI, Washington Department of Health, Department of Early Learning/Early Support for Infants and Toddlers (ESIT), Department of Services for the Blind, medical community, university programs, county lead Family Resources Coordinators, birth-to-three service agencies, school districts, Washington Sensory Disabilities Services and Washington State Services for Children with Deaf-Blindness.
* Develop short and long range plans/programs to ensure state capacity to meet EI needs of families of infants and toddlers with blindness and vision loss.
* Meet objectives and ensure compliance with established financial, legal, and/or administrative requirements by managing budgets and/or grant activities, e.g., subcontracts from fiscal agents, private grants, etc.
* Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions of position.
* Conduct, coordinate, and assist with assessments.
* Provide leadership in the development of workshops and training programs.
* Work in partnership with others in the development of materials and learning modules (on-line and digital).
* Maintain adequate staffing, enhancing productivity of personnel, and achieving objectives within allocated budget by performing personnel functions, e.g., interviewing, evaluating, supervising, etc.
* Provide and/or supervise coaching, mentoring, and support for service providers around the state for the purpose of providing ongoing in-service training, as well as to ensure a standard of service.
* Collect and maintain a variety of data for the purpose of documenting, monitoring, and evaluating program activities and outcomes.
* Prepare a variety of written materials (e.g., reports, budgets, grant proposals, etc.) for the purpose of documenting activities, soliciting and maintaining funding, providing written reference or conveying information.
* Provide direction, information, and state interpretations concerning rules and regulations of IDEA, Part C and B, to ensure compliance with established regulations.
* Secure alternate funding for programs/services by researching information from a variety of sources.
* Resolve issues with technical, legal, and administrative information in response to inquiries from administrators, parents, early childhood professionals, educators, etc.

**Qualifications:**

**Experience**

Experience within the specialized field of early intervention services for families of blind/visually impaired children, with increasing levels of responsibility demonstrating leadership and solid organizational skills in helping to develop/coordinate a world class partnership in serving families of blind/visually impaired children.

**Education**

A Master’s degree with emphasis in education of the blind and visually impaired, early childhood intervention, and/or subjects related to building and coordinating services for blind and visually impaired infants, youth and families. A background in blind and visual impairment early intervention and strong leadership skills is preferred.

**Other**

* Knowledge and training in working with a wide range of children who are blind/visually impaired.
* Good communication skills (both oral and written).
* Ability to work in partnership with numerous agencies and organizations in streamlining and improving statewide services for families/children who are blind/visually impaired.
* Knowledge of and experience with Part C system, regulations, and services.
* Knowledge/skill in assessment practices with families and infants/toddlers with vision loss.

**Supplemental Information:**

**How to Apply:**

**The following link will take you to the job posting in the state of Washington’s job search site:**

[State Coordinator of Early Support for Blind/Visually Impaired Infants & Toddlers](http://agency.governmentjobs.com/washington/default.cfm?action=viewJob&jobID=836563&hit_count=yes&headerFooter=1&promo=0&transfer=0&WDDXJobSearchParams=%3cwddxPacket%20version='1.0'%3e%3cheader/%3e%3cdata%3e%3cstruct%3e%3cvar%20name='CATEGORYID'%3e%3cstring%3e-1%3c/string%3e%3c/var%3e%3cvar%20name='PROMOTIONALJOBS'%3e%3cstring%3e0%3c/string%3e%3c/var%3e%3cvar%20name='TRANSFER'%3e%3cstring%3e0%3c/string%3e%3c/var%3e%3cvar%20name='FIND_KEYWORD'%3e%3cstring%3e%3c/string%3e%3c/var%3e%3c/struct%3e%3c/data%3e%3c/wddxPacket%3e)

In the attachment section of your application, include a letter of interest, detailed resume, and references. For more information please visit our website at [www.wssb.wa.gov](http://www.wssb.wa.gov). You may also call Anne Baker, Human Resources Manager, at (360) 696-6321 ext. 129.

**A letter of interest, resume, and references must be included in the attachment section of your application to be considered in the candidate pool.**

**Special Requirements and Conditions:**

***Employment is contingent upon satisfying the following:*** Successful completion of a criminal records and fingerprint check through the Washington State Patrol and FBI at applicant expense.

Background inquiries of convictions and pending criminal charges shall be completed on applicants prior to their appointment to positions in the State of Washington which are directly responsible for the supervision, care or treatment of children.

Information obtained from background inquiries will not necessarily preclude employment, but will be considered in determining the applicant character, suitability, and competence to perform in the position applied for and may result in the denial of employment. Applicants are required to sign a release authorizing inquiry. Failure to do so shall disqualify the applicant from employment in this position.

This announcement is published by the Washington State School for the Blind. The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 696-6321 ext. 129.