

**JOB DESCRIPTION**

**Position:** Part-Time Afterschool Special Services Coordinator

**Division:** Education

**Employment Classification:** Non-Exempt

**Reports To:** Programs Supervisor

**Supervises:** None - delegates to others as set forth in responsibilities below.

**Summary/Purpose:** The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The After School Special Services Coordinator will coordinate mental health and behavioral support activities using a research based curriculum with elementary age children. Identify, coordinate and/or provide individualized services to children with special needs or at risk behaviors and their families; assist education staff in providing quality inclusive services, monitor plans and track progress achieved for students with these needs. The ideal candidate will be a positive role model with the ability to work with varied populations, possessing strong conflict resolution, communication and diplomacy skills.

**Qualifications & Requirements:**

Education: Minimum of an Associate's degree in Education, Psychology or related field.

Experience: One year experience working with elementary age, special needs children.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Medium physical effort (up to 30 lbs.) in a predominantly sitting environment.

Special Demands/Requirements: Alternative hours, alternative locations. Driving, travel and potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation (validated yearly minimum).

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

**Essential Job Duties: to be performed with or without reasonable accommodation**

Duties may include any or all of the following: This list is intended to be representative.

1. Assist in identifying and coordinating disciplinary plans, mental health referrals and services in conjunction with the parent/guardian, school district, and program staff through observation of children in afterschool settings, monitoring of IEP treatment/disciplinary plans and coordination of services for children requiring mental health or disciplinary support.
2. Create and implement social emotional activities.
3. Coordinate contact with families to complete referral process and provide support.
4. Act as liaison and coordinate with program staff, to schedule and conduct meetings on individual children with special needs/at risk behaviors initially and throughout the program year.
5. Advocate for and assist with strategies for success, including attendance at IEP conferences, and report regularly to program supervisor all information regarding children with special needs, mental health or behavioral concerns.
6. Maintain accurate and complete records of each child including observations, referrals, anecdotal notes,

implemented strategies and behavior plans.

7. Assist with and attend family engagement events, parent meetings, staff meetings and professional development trainings.
8. Perform other duties and assist in special projects as assigned or requested.

**Corporate Expectations:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**HOURLY WAGE:**

Associate's Degree: \$25.00/hour

Bachelor's Degree: \$30.00/hour

**HOURS PER WEEK:**

PT 29 hours weekly, 36 weeks per year  
Non-traditional