

**CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**POSITION POSTING**

(Applications for the following positions may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the Human Resources Department, located at the Thomas A. Willey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

**AVAILABLE POSITION**                      **Director of Early Childhood Services**  
40 hours per week (258 Days)  
(Vacancy for K. Szaz)  
**IMMEDIATE SUPERVISOR**              Superintendent

**DUTIES:** (Summary Only)  
Directs the operation and administration of the early childhood program (birth to 3 yrs); coordinates and implements early childhood program and grant-funded programs; develops programs, grants, and curriculum to comply with all laws and regulations and reviews said programs, grants, and curriculum; ensures that the program is implemented in accordance with agency policies; prepares required reports for all aspects of the program; conducts follow-up research to evaluate the effectiveness of early childhood services. Supervises and evaluates all employees involved in the early childhood programs; arranges for and/or conducts meetings to discuss and coordinate activities of the early childhood department employees; reviews with employees the IFSP of children enrolled in the program. Organizes the intake procedure for early intervention families; assists in responding and/or delegating responsibility for referrals, testing and evaluations or assessments; recommends appropriate programming or alternative programming for infants and families; assists in the implementation and evaluation of Board policy and procedures pertaining to early childhood services. Assists in reviewing and approving requisitions for equipment and materials appropriate to early childhood education; attends employee meetings and committee meetings; prepares informational handbooks, pamphlets, etc. for parents and reviews said materials; serves as a liaison between the local agencies, governmental and regulatory bodies, and Early Childhood programs.

**MINIMUM QUALIFICATIONS:**  
Master’s degree in special education or related field and meets eligibility requirements for DODD Early Intervention Supervisor’s Certification. Ability to lift, carry, and position children or other individuals in a safe manner. Must successfully pass pre-employment criminal background check, Abuser Registry check, Nursing Registry check, other registry checks as required by Statute, and post-offer drug screen.

**SALARY:**                                      Commensurate with qualifications and experience  
**POSTING DATE:**                            01-10-2019  
**APPLICATION DEADLINE:**                Until filled

**SEND APPLICATIONS TO:**                Kathy Booth, Human Resources Coordinator  
Clermont County Board of DD  
2040 US Highway 50  
Batavia, OH 45103  
[cbooth@clermontdd.org](mailto:cbooth@clermontdd.org)