An Education Service Agency

POSITION GUIDE

Position Title:	Service Coordinator- Speech & Language	**Code:**	
Department:	Early Childhood Special Education Services	**Group:**	PROF
Reports to:	Preschool Early Intervention Supervisor	**Date:**	April 2026

PURPOSE OF POSITION:

To assist the administrators of the Early Intervention Program with child find, evaluation and coordination of special education services for young children.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 Keys to the culture***

1. Attends Toddler Transition meetings conducted by our Preschool Early Intervention counterparts (birth to three), informs parents of next steps, and completes the transition process prior to each child's third birthday.
2. Screens and, when appropriate, evaluates all children referred to the Preschool Early Intervention program through the intake process per IDEA guidelines and state and federal regulations and report findings to the Preschool Early Intervention office for database update.
3. Accurately submits requests to coordinate approved early intervention services for all eligible children using established systems and procedures.
4. In accordance with established systems and procedures, submits all required forms and special education documentation to the Preschool Early Intervention program for entry into appropriate databases
5. Completes all necessary evaluations and resulting documents for young children per state regulations.
6. Conducts required Individual Education Plan (IEP) team meetings and secures parental written consent for student services.
7. Assumes the responsibility of Local Education Association (LEA) at IEP team meetings for each child residing in the Service Coordinator's region.
8. Provides consultation and support to teachers as assigned.
9. Contributes to the effective team management of all problems, issues, and opportunities.
10. Adheres to the established work schedule through regular and consistent attendance.
11. Performs other related duties as assigned by the Program Supervisor.
12. Follows all federal, state and local laws/requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

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MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	Master's degree preferred OR significant classroom experience in lieu of Master's degree
Certification Required:	PA Certification in Special Education with a grade scope that includes PreK
Experience Required:	Minimum of three years
Travel Required:	Regular travel to multiple locations using a personal vehicle is required

SUPERVISION OF PERSONNEL:

N/A

ESSENTIAL PHYSICAL REQUIREMENT

The strength and ability to lift and/or assist in lifting pupils of ages ranging from pre-school to the age of beginners and their assistive appliances. Considerable bending, stooping, and squatting must be tolerated, as well as the ability to possibly restrain students in emotional stress.

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 50% Walk/stand: 50% Driving to other locations: As needed
Lifting:	Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
Vision:	Close concentration
Mental Demands:	Interpret, analyze and problem solve
Environment:	Varies

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

_____
Print Name

_____ _____
Signature Date

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