

Human Resources Section  
2500 North Lincoln Boulevard, Rm. 111  
Oklahoma City, OK 73105-4599  
Phone 405.521.3977 ~ Fax 405.522.1671  
[jobs@sde.ok.gov](mailto:jobs@sde.ok.gov)  
<http://ok.gov/sde/jobs>



## RESOURCE COORDINATOR (010) SoonerStart – Bryan County

*(Applications will be accepted for this unclassified position until filled)*

### GENERAL DESCRIPTION

Employees in these positions shall serve as coordinators providing evaluation, service coordination and service provision to eligible infants and toddlers and their families. Such positions are accountable for implementation of the Individuals with Disability Education Act (IDEA) and the Oklahoma Early Intervention Act.

### MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in one of the following areas: Early Childhood Education, Early Childhood Special Education, Education of the Deaf/Hard of Hearing, Family Relations and Child Development, Family Therapy/Counseling, Human Relations, Infant Specialist, Nursing, Nutrition, Occupational Therapy, Physical Therapy, Psychology, Social Work, Sociology, Special Education, Speech/Language, or Teacher of the Visually Impaired.

*NOTE: A minimum of six (6) hours of coursework in early childhood is preferred.*

### KNOWLEDGE/SKILLS/ABILITIES

- Ability to coordinate and promote the understanding of compliance issues related to services to disabled children (ages 0-2) and their families; to establish and maintain effective working relationships; and to maintain quality documentation and records.
- Commitment to team work, consensus management and participatory decision-making process.
- Applicants must be willing and able to perform necessary job-related travel in the areas of the state assigned.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Knowledge of technology and the ability to use it to maximize efficiency and services.

### EXAMPLES OF WORK PERFORMED

- Identifies, plans and implements services for infants and toddlers (ages 0-2) with disabilities and their families through the Early Intervention Service Unit of the Department of Education, in compliance with the Oklahoma Early Intervention Act and P.L. 99-457.
- Consults with and interviews families, physicians, and public health professionals to determine the eligibility of a child for services under the Oklahoma Early Intervention Act; prepares preliminary needs assessment of child and family for presentation to the Multidisciplinary Team; as a member of the IFSP team, assists in the determination of program eligibility, preparation of the Individualized Family Service Plan (IFSP), and implementation of required services.

### COMPENSATION

Annual Salary: \$30,870

Retirement Contribution - 7% of annual salary

Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 2530

Posted: September 17, 2013

***The Oklahoma State Department of Education is an Equal Opportunity Employer***

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. Fifty copies have been prepared at a cost of two cents per copy. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. September 2013