



## POSITION GUIDE

**Position Title:** Early Childhood Services Liaison

**Code:**

**Department:** ECSES

**Group:** Head Start

**Reports to:** Supervisor of Early Childhood

**Date:** June, 2025

Services

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### PURPOSE OF POSITION:

The Lebanon Early Childhood Services Liaison serves as the liaison between Lebanon Head Start and Early Intervention Programs to support the processes related to the referral of children identified as potentially being eligible for special education services who are enrolled in the Head Start program. The Services Liaison supports the coordination of services between Head Start and Early Intervention.

### 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 and promote the Keys to our Culture
  - positively contribute to establishing trust, unity, and a sense of belonging with each interaction, throughout the organization and with external stakeholders
1. Support the administration of Early Childhood developmental screenings, as required by Head Start program standards, for children enrolled in Lebanon Head Start; including the analysis of child data to help guide referrals.
  2. Monitor the progress of children suspected of being “at risk” based on screening results, in conjunction with program personnel and families.
  3. Serve as communication liaison between Head Start and Early Intervention during the referral and evaluation process, including supporting the submission of referrals, developmental screening documents, and a signed release for parent consent.
  4. Coordinate with Early Intervention to ensure representation from Head Start is included in IEP meetings.
  5. Obtain current IEP documents from Early Intervention staff for children enrolled in Head Start and ensure Head Start educators have current IEPs for children assigned to their classroom.
  6. Support communication between Head Start education staff and Early Intervention itinerant staff assigned to provide services to children in Head Start.

***This is not a complete itemization of all facets of this position. Page 1 of 2***

7. Collaborate with Early Intervention, on behalf of children enrolled in Head Start who are eligible to receive early intervention services in the Head Start setting, when Head Start is designated as the least restrictive environment.
8. Document screening services and special education services rendered by assigned educators in the required Head Start data systems and submit monthly monitoring reports to the Lebanon Head Start Director.
9. Support the transfer of information for children with disabilities to the receiving program or school district upon exit from the Head Start program.
10. Other duties as assigned
11. Adhere to the established work schedule through regular and consistent attendance.
12. Contribute to the effective team management of all problems, issues, and opportunities
13. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

### **MARGINAL FUNCTIONS:**

Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Education Required: Bachelor's degree in early childhood education, special education, or related field including educational psychology, social work, etc.

Experience Required: Must have 3-5 years' experience working with children in an early childhood education setting.

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities: Sitting 50%, walking/standing 50%

Lifting: Up to 25lbs

Vision: Normal, close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze and problem solve

Environment: Early Childhood Classroom, Office

***This is not a complete itemization of all facets of this position. Page 2 of 2***