

## **Economic Security Corporation Job Description**

**Job Title:** Health and Development Assistant  
**Division:** Head Start/ Early Head Start  
**Reports To:** Special Services Coordinator  
**FLSA Status:** Non-exempt  
**Revision Date:** August 6, 2021  
**Job Classification:** Grade 3

### **SUMMARY**

The HDA is responsible for the process of identifying and supporting children who may qualify for services through IDEA and/or Section 504 of the Rehabilitation Act. The HDA works with the IDEA implementing agency to refer children for evaluation and ensures that the Head Start/ Early Head Start program supports the goals of the IEP/IFSP. The HDA collaborates with the teacher and parent to ensure that children identified as having special needs receive all program services in the least restrictive environment and that reasonable accommodations are made to promote their participation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Ensures that children receive Developmental, Behavioral, Hearing and Vision screenings in accordance with procedures.
2. Conducts and/or tracks follow up on all failed screenings in accordance with procedures.
3. Analyzes screening results and additional data from teachers and parents to help identify those children in need of additional support or referral services and communicates this to the teacher and parent. .
4. Meets monthly with teachers to discuss screenings results, interventions, IEP/IFSP status and the implementation of IEP/IFSP goals in the classroom.
5. In conjunction with the teacher and parent, the HDA develops Individual Child Success Plans for children in need of additional support in accordance with procedures.
6. When appropriate, the HDA coordinates with outside agencies like Parents as Teachers to perform mass developmental screenings.
7. Collaborates with program consultants and IDEA personnel to facilitate observations and assessments to aid in the referral of children.
8. Conducts meetings with parents to inform them of screening results, discuss options and when needed, completes necessary paperwork for referring the child for further evaluation.
9. Acts as Liaison between the IDEA implementing agency and the Head Start/Early Head Start center by completing the necessary paperwork and assists in the coordination of IEP/IFSP services at the Head Start/EHS Center.
10. Communicates the goals of children with IEP/IFSP's to the teacher and assists him/her in how to integrate those goals into the classroom

11. Uses the Child Plus tracking system to document the process of identification, intervention and referral per procedures provided by Special Services Coordinator.
12. Keeps essential staff up-to-date on evaluations and IEP/IFSP meetings with the school district and/ or First Steps
13. Assists teaching staff in ensuring that classrooms are inclusive environments that meet the needs of all enrolled children.
14. With parent permission, will attend and give input in the development of IEP/ IFSP's.
15. Prepares and collects Record of Service for children receiving special services and In-Kind when attending meetings with the school district.
16. Facilitates activities to support children with IFSP's transitioning out of Early Head Start into Head Start and/or other preschool options.
17. Facilitates activities to support children with IEP's transitioning out of Head Start.
18. Responsible for taking heights and weights on Head Start children.
19. HDA will work with multiple centers and collaborate with center staff, supervisors and coordinators to ensure open communication regarding services.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and two years related work experience in an early childhood program; or equivalent combination of education and experience. The Health and Development Assistant should have some experience or training in special education.

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, correspondences, and memos. The ability to write correspondences and fill out school district forms. Ability to effectively present information on one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ensure compliance with Missouri Child Care Licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

**CERTIFICATES, LICENSE, REGISTRATIONS**

Must have or be able to obtain a valid driver’s license, have reliable transportation and must meet Missouri automobile liability minimum requirements. Must also complete at least 15 clock hours of childcare related training each year.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee is frequently exposed to germs and viruses carried by the children.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name