

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Disabilities and Mental Health Assistant /Literacy Coordinator (2 positions)

**Content Area:** Disability and Mental Health/ Early Childhood Development

**Supervision:** Under the immediate supervision of the Disability/Mental Health Manager

**Standard Employment:** 8-hour shift, 8 a.m. – 4:30 p.m. Monday thru Friday

**General Descriptions:** The Disability and Mental Health Assistant/Literacy Coordinator is a **dual role position**. The Disability and Mental Health Assistant/Literacy Coordinator works closely with the Disability/Mental Health Manager to ensure the Sisseton Wahpeton Head Start program is in compliance in accordance to the Head Start Performance Standards, 45 CFR 1308, Children with Disabilities and 1304.24, Child Mental Health. The **Literacy Coordinator** is responsible to ensure the program implements the mandated literacy initiative of the Head Start Bureau.

### Major Duties and Responsibilities:

#### Disabilities/Mental Health Assistant:

##### **A. Administrative and Management**

1. Assist in carrying out goals, policies and activities designed to implement the educational objectives for children identified as having a disability.
2. Work closely with the Disability/Mental Health Manager to update the Child Mental Health and disabilities Service Plan.
3. Assist in developing a written plan that includes training for parents, staff, and volunteers and network with Indian Health Service to ensure mental health services are available on a regular basis at the centers.
4. Assist Disability/Mental Health Manager in developing a plan in conjunction with the teaching staff to initiate mental health activities in the classroom on a weekly basis.
5. Assist in keeping accurate, up to date records and inform the parent/guardian of all activities pertaining to referral and treatment records.
6. Completes, reviews, and updates the Family Partnership Agreement, Needs Assessment with the families of the children with disabilities and on IEP/IFSP's.
7. Must have good work ethic, time and attendance.
8. Other duties as assigned.

**B. Coordination**

1. Assist in the recruitment and enrollment of children with disabilities in the program.
2. Coordinate with Early Childhood Intervention program and other community resources to identify children with disabilities for enrollment purposes.
3. Accept referrals of children with disabilities, age 3 to 5, from community organizations that work with handicapped children.
4. Help to identify and utilize state and local resources for the disabilities and mental health program.

**C. Evaluation and Monitoring**

1. Assist in the evaluation of the program activities to upgrade services as needed.
2. Work closely with the Disability/Mental Health Manager to complete the annual self-assessment of content area.
3. Assist in identifying weaknesses, if any, and in developing a plan to address the weakness.

**D. Employee Development and Consultation**

1. Assist in design, development and delivery on in-service training and orientation of all staff.
2. Attend training and participate in other career development activities to develop a higher level of professionalism.

**E. Provision and Assurance Services**

1. Work closely with Disability/Mental Health Manager and other staff to ensure program resources reflection the multicultural diversity of the children enrolled in the program.
2. Assist in other program areas such as filing, tracking, research, etc.
3. Work with and assist Disability/Mental Health Manager and teachers in completing the following screenings, development, speech/language, and mental health as required by the Performance Standards.

**Literacy Coordinator**

1. Provide books to teaching staff by ordering or finding.
2. Provide literacy skills, tools, and materials to classrooms.
3. Assist teachers with literacy skills in the classroom by incorporating activities and resources to coincide with the curriculum.

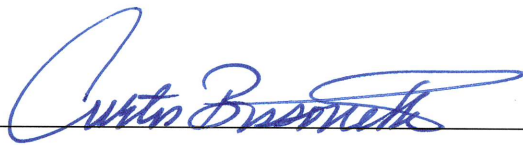
### **Qualifications**

1. Prefer Associate of Arts degree in early childhood education or related field. However, will consider education and experience, but must be willing to work toward an Associate of Arts degree.
2. Must possess good communication and organization skills.
3. Ability to work with personnel from other programs, the schools and community service organization.
4. Must enjoy working with children and families and must remain non-judgmental.

### **Job Requirements.**

1. Must be willing to learn, speak, and promote Dakota language.
2. Attend staff meetings, in-service, training and other career development activities both locally and out-of-area.
3. Must attend mandatory 2-week pre-service training.
4. Must sign a background permission form upon submission of applications to permit a background check at the state and federal level that indicates no convictions of child abuse/neglect or any violent crimes.
5. Must complete CPR and First Aid training within 90-days of hire.
6. Must live and promote alcohol and drug test, lifestyle.
7. Must have pre-employment drug test, physical, and TB test.
8. Submit 3 letters of references with application for employment.
9. Must sign Confidentiality Statement upon hire and adhere to the policy.
10. Must have good work ethic, time and attendance.
11. Assist with transportation.
12. Other duties as assigned.

Approved \_\_\_\_\_



Date \_\_\_\_\_

10/8/24

Approved by Policy Council September 30, 2024