

# Disabilities Consultant

James Davis Early Childhood Learning Center

Glen Cove, NY 11542

Other

Part-time, Contract

Onsite

\$20.00 - \$60.00 an hour

Posted on September 23, 2026

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## Organization Statement

Our mission is to improve the lives of our children and assist families reach their fullest potential. Through a compassionate partnership with parents, staff, and the community we offer a family focused program that includes education, health, nutrition, mental health, and services to children with disabilities.

## Job Description

- Provide consultation to education staff on strategies for supporting children with developmental delays or disabilities in inclusive classroom settings
- Assist with identification, screen, and referral process for children with suspected developmental delays
- collaborate with teachers, family advocates, and managers to develop individualized support strategies for children
- Coordinate with local school districts, Committee on Preschool Special Education (CPSE), committee on special education (CSE), and Early Intervention (EI) programs to facilitate evaluations and services
- Review and assist staff in implementing Individualized Education Plans (IEPs) and Individualized Family Service Plans (IFSPs)
- Monitor classroom environments and recommend accommodations, notifications and evidence based teaching strategies
- Ensure children receiving special education services participate fully in all Head Start activities

- Provide guidance to staff regarding behavior management, inclusion practices and developmental supports
- Participate in multidisciplinary team meetings, case conferences, and family meetings as needed
- Assist families in understanding the evaluation process, eligibility, and available community resources
- Develop and deliver training for staff on disability awareness, inclusion, developmental milestones, behavioral supports and special education requirements
- Support the program in maintaining the required enrollment of children with disabilities as outlined by Head Start regulations
- Maintain accurate documentation and ensure confidentiality of child record in accordance with FERPA, HIPAA and program policies
- Monitor compliance with Head Start Program Performance Standards and applicable federal, state, and local regulations
- Prepare reports, recommendations, and documentation as requested by program leadership
- Establish and maintain positive working relationships with community agencies and service provider

## **Responsibilities**

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## **Qualifications**

### **Qualifications:**

- Bachelor's degree required; Masters preferred in Special education, Early childhood Special Education, Child Development, Psychology, Social work or related field
- Minimum of three years experience working with young children with disabilities in an early childhood setting
- Knowledge of IDEA Part B and Part C, Head Start Program Performance Standards, ADA and Section 504

- Experience collaborating with Early Intervention, CPSE/CSE, and community agencies
- Strong understanding of child development, developmental screenings, inclusion practices, and evidence based interventions
- Excellent communication, collaboration, organization, and problem solving skills
- Ability to provide coaching and professional development to staff
- Proficiency with Microsoft Office and electronic documentation systems
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## **Application Instructions**

Please send your resume, qualifications and/or credentials to [cdhsm@gccdc.org](mailto:cdhsm@gccdc.org)

## **Language Requirements**

English, Spanish

## **Additional Information**

### **Preferred qualifications**

- NYS certification in special education or related field
- Experience working in Head Start or Early Head start programs
- Bilingual preferred

### **Physical requirements**

- Ability to observe children in classroom and outdoor environments
- Ability to sit, stand, bend and occasionally lift up to 25 pounds