

# **ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.**

Since 1964, ABCD has operated the citywide **Head Start** program in Boston, providing crucial early childhood development to low-income families. Parents are active participants in Head Start, approving staff and budgets, and reviewing policies and development plans.

**Early Head Start** serves pregnant women, infants and toddlers, providing very young children with care and stimulation proven to aid brain development in the earliest years.

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**AUGUST 23, 2011**

## **DISABILITIES SPECIALIST – GENEVA AVENUE EARLY HEAD START**

Responsible for providing technical assistance to the Program Director and all component staff related to the integration of the handicap effort throughout the program. Provide training, support, and guidance to staff and parents on the implementation of services to children with special needs. Ensure program is in compliance with federal, state, and ABCD Head Start regulations, standards, and policies. Facilitate follow-up services based upon initial screening results and decisions made through the Team I process. Collaborate with component staff, parents, and resource staff from community agencies and the Boston Public Schools regarding the integration of the handicap effort within all components of the ABCD Head Start program. Perform other related duties as required.

Minimum of a Bachelor's degree in Early Childhood Education or a related field, with at least four courses in Special Education required. Must have at least three years of experience providing care to or teaching children with special needs. Must have thorough knowledge of all related preschool special education curricular areas and their relationship to child development. Must have familiarity with the Boston Public School system and thorough knowledge of the Chapter 766 referral and evaluation process. Proven ability to develop, implement, and evaluate individual education plans for preschool children with special needs required. Demonstrated ability to translate clinical evaluations into concrete goals and curriculum for the classroom required. Must be able to plan and implement in-service training sessions for staff with varying abilities and experience. Excellent communication and interpersonal skills required. Must have successful experience working as a member of an interdisciplinary team. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

*All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email [hr@bostonabcd.org](mailto:hr@bostonabcd.org)  
Please visit our website at [www.bostonabcd.org](http://www.bostonabcd.org) for additional employment listings.*

**ABCD Inc. is an equal opportunity employer actively seeking applications under its affirmative action program.**