

**Central Office**

Katie VanConant, Superintendent/SCC Principal
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Special Education

Renee Jansen, Director
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
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July 21, 2025

NOTICE OF VACANCY

The Sanilac Intermediate School District is accepting applications for the following position:

JOB TITLE: Early On Service Provider/ Service Coordinator

REPORTS TO: Early Childhood Supervisor

STARTING DATE: August 19, 2025

EMPLOYMENT TERMS: Days worked: 200 Days
Pay Rate: Starting at \$40,000 per year, Plus Benefits
Application Deadline: August 5, 2025 or until filled

QUALIFICATIONS:

- High School Diploma
- Infant Mental Health Endorsement or Bachelor's Degree in one or more of the following:
 - Education
 - Special Education
 - Early Childhood Development
 - Nursing
- Training completion specific to Early On including, but not limited to Essentials of Early On Training and Infant-Toddler Developmental Assessment Training
- Knowledge of child development
- Experience of working in Early On for a minimum of one year or more
- Physically and mentally capable of rigorous work (capable of sitting on the floor, standing and sitting for extended times, and lifting or pushing a minimum of 50 pounds).

RESPONSIBILITIES:

- The position of Early-On Service Provider/Coordinator provides coordination of early intervention services for children, 0 – 36 months of age, with disabilities or developmental delays in Sanilac County. The coordinator facilitates evaluations, eligibility determination and service provision by the Early On team.
- Coordinate Special Education Child Find activities within Sanilac Intermediate School District:
 - a) Disseminate information and inform the community about available Early On services in Sanilac County.

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.

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- b) Conduct\perform screenings & evaluations.
- Coordination, implementation, and management of the local Early On service delivery system as outlined in the Early On grant application, and as required by state and federal guidelines.
 - Participate in local interagency collaborative, including Great Start Collaborative, Community Collaborative, and others community events as appropriate.
 - Travel to homes in Sanilac County to provide services to children ages birth – three, and their families.
 - Participates in Child Study Team meetings
 - Ability to monitor and meet timelines, collect data, and organize information.
 - Communicate with families to develop an Individualized Family Service Plan (IFSP) to meet the needs of each child.
 - Maintains data in the student data system for Early On state reporting
 - Gathers information and leads/guides county wide decision making, and collects data for Early On grant documentation to Michigan Department of Education (MDE)
 - Documents and manages incoming Early On referrals
 - Ensures Procedural Safeguards are used to protect Family Rights
 - Manages the Early On evaluation appointment schedule
 - Completes evaluations and screeners to determine eligibility for Early On and areas of need
 - Facilitates initial Individualized Family Service Plan (IFSP) meetings
 - Uses Special Education data systems to document outcome assessments, contact logs, prior written notices, IFSPs, transition and exit.
 - Communicates timeline information and documentation needed to service providers
 - Plans, participates and documents Local Interagency Coordinating Council (LICC) meetings
 - Coordinates public awareness activities

Other:

- Valid driver's license with reliable transportation
- Other responsibilities as deemed appropriate by supervisor
- In-person and on-time attendance is mandatory
- Adhere to a strong professional ethic and legal requirements for confidentiality regarding students' records; discreetly handle sensitive information
- Report incidents (e.g., suspected child abuse) for the purpose of maintaining the personal safety of students and providing a positive learning environment; adhering to applicable laws, district policies, and procedures

Send letter of application, resume with references and credentials to:

Renee Jansen, Special Education Director
175 E. Aitken Rd
Peck, MI 48466
Or, by emailing: rjansen@sanilacisd.org

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