



# Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

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**DATE POSTED:** May 15, 2026

**START DATE:** As soon as available

**POSITION:** Early Intervention Manager

**LOCATION:**

Ashtabula County Board of Developmental Disabilities  
2505 South Ridge Road East  
Kingsville, Ohio

**DUTIES & RESPONSIBILITIES:**

The Early Intervention Manager provides leadership, supervision, and support to Early Intervention staff while assisting with the daily operations of the program. This position helps ensure high-quality, family-centered services through staff coaching, compliance monitoring, quality assurance activities, and collaboration with community partners and contracted providers. The Early Intervention Manager supports program development, staff training, and continuous improvement efforts while maintaining compliance with applicable federal, state, and agency requirements.

**MINIMUM QUALIFICATIONS:**

Candidates must possess a Bachelor's Degree in a related field and be eligible to obtain the required Early Intervention credentials and certifications. Candidates should demonstrate strong leadership, communication, organizational, and problem-solving skills, along with knowledge of child development and Early Intervention services. Experience working with children, families, or people with developmental disabilities and supervisory experience are preferred. Applicants must have a valid driver's license, reliable transportation, and successfully complete a medical evaluation and drug screen prior to employment.

**REQUIREMENT FOR SAFETY-SENSITIVE POSITION:**

Criminal background check is required.

**SALARY:**

\$27.20 - \$38.38 per hour (commensurate with education and experience)

**APPLICATION PROCEDURE:**

Obtain an application online at [www.ashtabuladd.org](http://www.ashtabuladd.org) and return it to:

Ashtabula County Board of Developmental Disabilities  
2505 South Ridge Road East  
Ashtabula, Ohio 44004  
Or email to: [jade.artman@ashtabuladd.org](mailto:jade.artman@ashtabuladd.org)

**APPLICATION DEADLINE:**

Applications will be accepted until the position is filled.

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2505 South Ridge Road East Ashtabula, Ohio 44004 [www.ashtabuladd.org](http://www.ashtabuladd.org)

Board Office: 440-224-2155

Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer  
and Accredited by the Ohio Department of Developmental Disabilities

<b>TITLE OF POSITION</b>	<b>Early Intervention Manager</b>
UNIT OR OFFICE	Early Intervention
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	Director of Early Intervention
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. (Hours and days may vary depending upon program needs)
<b>PURPOSE OF POSITION</b>	Direct the day-to-day operations and supervision of Early Intervention services, ensuring compliance and quality outcomes, under the leadership of the Director of Early Intervention.

**JOB DESCRIPTION**

- Supervise and support Early Intervention staff through coaching, reflective supervision, and performance management.
  - Assist the Director in coordinating and implementing Early Intervention services and daily program operations.
  - Ensure compliance with federal, state, and local Early Intervention rules and timelines.
  - Monitor caseloads, documentation, and service delivery for accuracy and quality.
  - Support staff with service delivery issues and family concerns.
  - Assist with staff training, onboarding, and ongoing development.
  - Attend professional development activities as assigned to remain current with Early Intervention rules, best practices, and evidence-based service delivery.
  - Complete observations, performance evaluations, and daily personnel oversight for department staff.
  - Oversee contracted therapy providers, including monitoring performance, documentation, and compliance with Early Intervention requirements.
  - Assist in developing and improving department policies and procedures.
  - Participate in implementation of the ACBDD Strategic Plan and support the agency’s mission, vision, values, and continuous improvement efforts.
  - Support quality assurance activities, including internal reviews and monitoring.
  - Prepare and maintain required reports and documentation.
  - Facilitate weekly team meetings and participate in community meetings, as assigned.
  - Assist with outreach and community partnerships.
  - Provide backup support to the Director and team as needed.
  - Maintain confidentiality and professional communication for all people served, their families, staff, and agency information.
  - Demonstrate regular and predictable attendance.
  - Adhere to all applicable ORC, OAC, DODD/DCY requirements, and ACBDD policies and procedures
  - May be exposed to adverse weather conditions while driving.
  - Comply with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123-17-02: Addressing major unusual incidents and unusual incidents to ensure health, welfare and continuous quality improvement.
  - Perform other related duties and responsibilities as assigned by the Director of Early Intervention and/or Superintendent.
- This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.

**MINIMUM ACCEPTABLE CHARACTERISTICS**

- Bachelor’s Degree from an accredited college/university in early childhood education, special education, social work, nursing, human services, education, or related field.
- Must be eligible to obtain and maintain both Early Intervention Service Coordination Supervisor credential and

Developmental Specialist certification

- Minimum five (5) years of experience working with children, families, or individuals with developmental disabilities preferred.
- At least one (1) year of supervisory, leadership, coaching, or administrative experience preferred.
- Supervisory or leadership experience preferred.
- Knowledge of Early Intervention systems, child development, and applicable rules and regulations.
- Ability to supervise staff, monitor performance, and support professional development.
- Strong organizational, problem-solving, and communication skills.
- Ability to analyze documentation, ensure compliance, and maintain accurate records.
- Ability to work collaboratively with staff, families, and community partners.
- Ability to accept supervision and maintain flexibility.
- Proficient computer skills and ability to use required data systems.
- Valid driver's license and reliable transportation.
- Ability to adjust work schedule as needed.

**PHYSICAL CAPACITY**

- Ability to sit, stand, reach, and bend.
- Ability to write legibly.
- Ability to perform non-violent physical crisis interventions.
- Ability to lift 25 pounds.

**Signature of Employee and Date:**

**I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.**

**Signature of Agency Representative and Date:**