

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DISABILITY SERVICES SPECIALIST - HEAD START

BASIC FUNCTION:

Under the direction of the Manager-Head Start Program Operations, coordinates and analyzes Head Start and Early Start programs mandates related to disability services for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs); writes and revises disability service plans; monitors Program effectiveness to assure compliance and provisions of services for children with disabilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates and analyzes Head Start and Early Start programs mandates related to disability services for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs).

Develops and maintains systems of tracking and reporting referrals for assessment for developmental concerns; utilizes information from Head Start child outcomes to measure progress of children with disabilities in Head Start and Early Start programs; meets with Multidisciplinary teams and prepare follow up reports.

Designs, develops, implements and conducts training and staff development activities for faculty and administrators concerning assigned subject areas and programs as directed; oversees staff development activities conducted by others.

Serves as a liaison and coordinates communications, activities and information related to Head Start/Early Start programs between County Office administrators, personnel, school districts, outside organizations, the public and various local and State agencies; establishes, supports facilitates and maintains partnerships; assures proper and timely resolution of related issues and conflicts.

Monitors and evaluates the effectiveness and operational efficiency of Head Start/Early Start disability service areas and programs; receives and responds to administrative, staff and public input concerning program and subject area needs; develops and implements processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.

Analyzes data regarding population trends, numbers and types of students served within specific geographic regions.

Compiles, reviews and analyzes a variety of data and information related to disability service programs and subject areas; prepares and maintains a variety of narrative and statistical records, reports and files related to programs and assigned duties.

Prepares and maintains records for children with disabilities related to diagnostic reports and Individual Education Programs and Individual Family Service Plans; writes and revises disability service plans, eligibility, recruitment, enrollment, selection and other materials.

Participates in annual Head Start planning task force and annual funding application process.

Creates and maintains inter/intra-agency agreements to assure appropriate placements and services

for children with disabilities in Head Start/Early Start programs; assures sources are consulted to determine recruitment, selection and enrollment and attendance of children with disabilities.

Operates a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drive a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice concerning Head Start/Early Start disability program and educational activities; conducts site visits for children referred to the Program; accompanies parents of children with special needs on site visits as requested.

Trains and provides work direction and guidance to assigned personnel as required; oversees the work of consultants and other contractors as assigned.

Coordinates, attends and conducts a variety of meetings and conferences.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of the operations, activities, educational services and support functions of Head Start/Early Start disabilities programs for local school districts.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to Head Start/Early Start.

Practices and procedures involved in the development and implementation of Head Start/Early Start program services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Curriculum standards, interpretation and application in assigned programs and subject areas.

Instructional techniques and strategies related to assigned programs and subject areas.

Local, State and federal standards and requirements governing assigned programs and subject areas.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of the Head Start/Early Start disabilities services.

Coordinate communications, information and resources to meet the needs of children and families of children with disabilities and enhance student learning.

Provide consultation and technical assistance to parents and staff concerning assigned subject areas and programs and related standards, requirements, principles, practices, techniques and procedures.

Design, develop, implement and conduct training and staff development activities for staff and

administrators concerning assigned subject areas and programs.
 Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.
 Monitor, evaluate and modify standards, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned programs and subject areas.
 Interpret, apply and explain laws, codes, regulations, policies and procedures.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and timelines.
 Work independently with little direction.
 Plan and organize work.
 Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time
Hearing and speaking to exchange information and make presentations

Approved: Philip J. Gordillo 7/01/11
 Philip J. Gordillo Date
 Executive Director of Human Resources