

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DISABILITY SERVICES SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of assigned Manager, coordinates and analyzes the birth to five program to ensure compliance with the Head Start and Early Start program mandates related to disability services and the Head Start Early Learning Outcomes Framework for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs); writes and revises disability service plans; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of services for children with disabilities.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

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

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.

Establishes working relationships with home visiting staff, site directors, family childcare providers and program partners to ensure training and support are provided and effective ECE strategies are implemented in alignment with the Head Start Early Learning Outcomes Framework.

Develops and maintains a system of tracking and reporting referrals for assessment of developmental concerns; utilizes information from ongoing assessments to measure progress of children with disabilities in Head Start and Early Start programs; meets with multidisciplinary teams and prepares follow up reports.

Designs, develops, implements and conducts or arranges training activities for staff and parents concerning best practices in support of IFSP and IEP implementation; oversees training activities conducted by others in assigned area.

Serves as a liaison and coordinates communications, activities and information related to Head Start/Early Start programs between Santa Clara County Office of Education (SCCOE) 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.

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

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; provides feedback on disability services and areas related to eligibility, recruitment, enrollment, and selection.

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

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.

Drives a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice concerning Head Start/Early Head 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.

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

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The varied and unique needs of children with disabilities.

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

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

Established curriculum and instructional activities and strategies in support of children with disabilities.

Local, State and federal standards and requirements related to disability services.

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.  
Maintain confidentiality of student information and data.  
Maintain a variety of records, logs and files.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, coordinate, and implement the operations, activities, educational services, and support functions of the Head Start/Early Head Start disabilities services.  
Coordinate information and resources to meet the needs of children and families of children with disabilities to enhance student learning.  
Provide training and technical assistance to parents and staff concerning children with disabilities.  
Design, develop, implement, and conduct training activities for families and staff.  
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.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Be sensitive to the needs of students with disabilities, families and staff.  
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:* Bachelor's degree in early childhood education, child development, human development, education, or a related field, and two years working with children and families who have children with disabilities; experience teaching in a preschool program preferred.

**MAY REQUIRE:**

Fluency in English and a second language (Spanish or Vietnamese) as specified by the SCCOE.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
A driving record that meets the SCCOE's insurance requirements.

**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 by the Personnel Commission: September 8, 2021



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 09/08/21