

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSESSMENT SPECIALIST – EARLY CHILDHOOD EDUCATION

BASIC FUNCTION:

Under the direction of the Manager-Inclusion Collaborative, provide leadership, coordinate, organize, monitor and develop sustainable systems for screening and assessment of children who are at risk for poor developmental outcomes for the assessment teams and community partners involved in the FIRST 5 System of Care; develop and provide program information and resources to families of assessed children and for referred children; coordinate activities for school districts and external agencies; develop and implement consultation and assessment procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership, coordinate, organize, monitor and develop sustainable systems for screening and assessment of children who are at risk for poor developmental outcomes for the assessment teams and community partners involved in the FIRST 5 System of Care.

Develop, implement, coordinate and maintain the KidConnections/FIRST 5 Centralized Referral System and intake process; coordinate and participate in the KidConnections program screening and assessment process.

Develop and implement a plan for collaborating with school districts, special education local planning areas (SELPAs), Parents Helping Parents, university and community colleges, public health department, mental health department, regional center, FIRST 5, West Ed, Social Services Agency, Santa Clara County Court Systems; community agencies and other Office departments; work with external agencies to resolve concerns, complaints and problems; create memorandums of understanding with community partner agencies as appropriate.

Develop, maintain and revise referral process for FIRST 5 and other assessment tools and referral processes; participate in the development and implementation of policies and procedures to assure consistency in the implementation of systems for screening and assessment of children at risk for poor development outcomes for the assessment teams and community partners involved in the FIRST 5 system of care; review processes and revise to assure receipt of appropriate feedback from school districts and ESP regarding KidConnections referrals for ongoing special education evaluation.

Participate in the development of classroom strategies for teachers; and trains and supports preschool staff and families in working with children; train and support FIRST 5 System of Care Partners regarding the referral process into the KidConnections Early Screening and Assessment Team, FIRST 5, Health and Human Service Agencies, community based organizations, Early Start and school district special education programs.

Schedule and facilitate meetings to develop systems for assessment and treatment; review child screening information provided by other professionals; investigate issues through observations via home visits, classroom observations, parent/teacher conferences and telephone interviews; collect necessary documents and information and prepare reports with findings.

Communicate and collaborate with Head Start staff to discuss and update staff on the results of children referred to KidConnections for developmental screenings and mental health assessments and follow up on school district referrals; participate in the Head Start Health Service meetings.

Work with external agencies to address concerns, resolve complaints and problems; recommends policies and procedures to enhance program performance and evaluation; develop and implement short-term plans in own program/department; develop and provide program information and resources to families of assessed children and for referred children.

Provide technical assistance, expertise and information to KidConnections regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, state, and local regulations and requirements including IDEA, Individualized Family Service Plans (IFSP), Individual Educational Plan (IEP) have an understanding of Early Childhood Mental Health.
- Local community resources.
- Early Childhood developmental and mental health screening and assessment tools.
- Early intervention and local and State-wide early childhood services
- Coordination and implementation of the of KidConnections/FIRST 5 Centralized Referral System operations, activities, educational services and support functions and programs.
- Assessment techniques appropriate for children from birth through five years of age.
- Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to KidConnections/FIRST 5 Centralized Referral System.
- Operations and requirements of for State Preschool programs, Head Start programs, Power of Preschool and child care resources.

- Practices and procedures involved in the development and implementation of KidConnections/FIRST 5 Centralized Referral System program services, goals, objectives, strategies, standards, projects, processes and procedures.
- Laws, rules and regulations related to assigned activities.
- Research methods and report writing techniques.
- Policies and objectives of assigned program and activities.
- Organizational operations, policies and objectives.
- Public relations techniques.
- Record-keeping techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Culturally diverse populations and their needs.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, coordinate and implement the operations, activities, educational services and support functions of the KidConnections/FIRST 5 Centralized Referral System program and services.
- Provide consultation and technical assistance to staff concerning the KidConnections/FIRST 5 Centralized Referral System programs and related standards, requirements, principles, practices, techniques and procedures.
- Utilize childhood developmental and mental health screening and assessment tools.
- Design, develop, implement and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs.
- Understand, implement and comply with FERPA, HIPPA guidelines and Patient Health Information.
- Coordinate and organize collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients.
- Train and support preschool teachers and administrators.
- Collect and interpret technical information on relevant KidConnections/FIRST 5 Centralized Referral System issues.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Review and provide input concerning assigned budgets.
- Prepare press releases and marketing tools.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree from an accredited educational institution with major course work in human relations, liberal studies, child development, psychology, nursing sociology education or a related field and three years of job-related experience working with children birth to age five in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment.

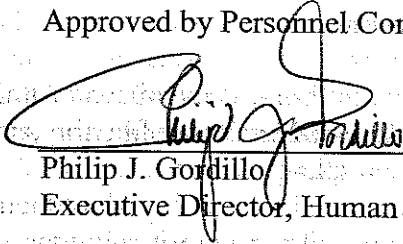
Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen student health conditions.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date