

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 Outcome 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 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.

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 service areas related to eligibility, recruitment, enrollment, and selection

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

Creates and maintains inter/intra-



