

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: **Program Specialist – School Readiness/Special Education**

DEFINITION

Under the supervision of the Director, provides expertise and assistance in supporting the goals and values of the School Readiness Initiative.

DIRECTLY RESPONSIBLE TO

Director I, School Readiness

SUPERVISION OVER

None; however, trains and assigns work to staff and consultants and provides input into the performance evaluation process.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all of the tasks which may be found in positions within this classification.)

Program Support

Assists Assistant Superintendent and Director/Regional Lead to provide appropriate coordination of the statewide and regional initiative for school readiness; ensure that the activities specified in the school readiness initiative are appropriate for all children including those with special needs; provide specialized knowledge of and experience with the needs of young children; serve as a liaison and resource to Special Education Local Plan Areas (SELPA's), district and county office administrators within the region; assist in designing and implementing professional development and technical assistance for early childhood special education program personnel; prepare reports as needed.

Interpersonal Relationships/Communications

Develops and maintains cooperative working relationships with districts and county personnel; serves as a resource/liason for related agencies, community services and organizations; maintains effective and timely written and oral communications with staff, community agencies, organizations, and Early Childhood Special Education program administrators in the region, including SELPA's, county offices of education, and local school districts.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a California teaching credential based on completion of a Bachelor's degree and student teaching program. Possession of a California Early Childhood Special Education teaching credential, or other special education credential, and a Bachelor's or Master's degree in Early Childhood Special Education, or related field, is desirable.

Two years of experience working as a teacher or related service provider in an early childhood special education program administered by a county office of education or local school district

and experience assisting in the design and implementation of professional development and technical assistance for early childhood special education program personnel.

Knowledge of:

Principles and techniques of writing and implementing Individualized Education Programs (IEPs); state curriculum and instruction standards related to young children, the Desired Results System, the Desired Results Developmental Profile access, and barriers to the inclusion of children with disabilities in the regular preschool program; current trends in educational methods for individuals with exceptional needs as applied to young children with special needs; early childhood special education accountability efforts and data related to programs in the region; requirements and services of early childhood education programs that serve children with disabilities, such as Head Start, State Preschool, and children's center-based programs; principles and techniques of behavioral management; laws/regulations, funding, program models for serving young children with disabilities and their families.

Skill and Ability to:

Establish and maintain a program of instruction and learning for exceptional needs; maintain current needs assessment information about early childhood special education programs; adapt and ensure that training and technical assistance content and activities are available and appropriate to programs serving young children with disabilities and their families; analyze data and develop recommendations; utilize a computer; develop and maintain effective working relationships with individuals and groups; communicate effectively in both oral and written form.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed; and, willingness to travel within the state and region as required.

9/04