

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, SEEDS

DEFINITION

Under direction, assists the California Department of Education (CDE) to plan and implement the Special Education Division (SED) Verification Review process for the Sacramento County Office of Education's Supporting Early Education Delivery System (SEEDS) project; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director I, Infant/SEEDS/SH

SUPERVISION OVER

Professional, technical, and clerical staff as assigned

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

Monitoring Activities

Assists the CDE team to plan and implement the SED Verification Review process to monitor school districts' compliance with state and federal special education laws and regulations regarding infant education and pre-school programs; as a member of the monitoring team, attends pre-review staff meetings to formulate an initial monitoring plan; reviews school site records for the infant and pre-school programs using CDE guidelines/tools to verify compliance; prepares and submits reports regarding review of data to CDE team; attends post-review staff meetings to discuss findings of the review; assists the team to prepare a report regarding the district's non-compliance and corrective actions required.

Parent Input Sessions

Assists the school districts to plan Parent/Guardian Input Sessions; participates in the parent component of the Input Sessions as a facilitator/moderator; assists the staff to develop new leadership by recruiting and training parent facilitators/moderators; coaches parents in facilitator/moderator techniques and procedures; prepares a list of topics for parent moderators based on data received from pre-review meetings; prepares a local resource list for school districts under review; shares the parent perspective, and related information, data and issues that emerge from the Parent Input Sessions with the SEEDS staff, CDE, and appropriate local agencies; facilitates debriefing with parent moderators and provides training and technical assistance to school districts following completion of the verification review.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a Bachelor's degree and successful experience planning and facilitating group meetings; experience providing training and technical assistance in special education related areas; experience in working with young children having developmental disabilities or delays desirable; successful experience working in schools as an outside agent is desirable.

Knowledge of:

State and Federal laws regarding special education; state and local special education systems; CDE monitoring guidelines and tools; children with special needs; early childhood development and developmental disabilities; educational, medical and community resources, agencies, and programs available to disabled infants and toddlers.

Skill and Ability to:

Plan and facilitate large and small group meetings; communicate effectively in both oral and written forms; provide assistance in special education related areas; recruit, train and coach adults in facilitator/moderator techniques and procedures; verify records and prepare reports; work cooperatively and effectively with individuals and groups, transmit knowledge and skills to others; organize and prioritize work; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; establish and carry out program evaluation and monitoring procedures.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel using own transportation with mileage reimbursement; and willingness to travel within the state as required.

Approved by Personnel Commission 5-8-01