

Sacramento County Office of Education Job Description

Classification Title: Program Specialist, Infant Program

DEFINITION

Under the supervision of an Area Coordinator, provides expertise and assistance in programming and instruction of children and families enrolled in the California Early Start Program.

DIRECTLY RESPONSIBLE TO

Area Coordinator, Special Education

SUPERVISION OVER

None; however, trains and assigns work to instructional support staff 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.)

Individualized Family Service Plan (IFSP)

Assists families in identifying and obtaining family centered, resource based support and services using an asset based approach; facilitates family participation and involvement in the IFSP process; supports families transitioning out of infant services and into other community resources and/or preschool programs.

Program Support

Plans programs with instructional staff members, coordinates support and services, and evaluates effectiveness of early education programs for young children and their families; participates in multi-agency staff development, provides coordination, consultation and leadership for community advisories and interagency teams; prepares reports as requested.

Interpersonal Relationships/Communications

Maintains cooperative and collaborative working relationships with families, staff, school personnel, and community agencies; serves as a resource/liaison with community agencies, services and organizations; maintains effective and timely written and oral communications with families, staff, school personnel, and community agencies, services and organizations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a California special education credential, clinical services credential, health services credential, or a school psychologist authorization, and has a minimum of three years experience in special education programs.

Knowledge of:

Principles and techniques for family focused support and services; principles and techniques for asset based support; principles and techniques for resource based services; current trends in early childhood special education.

Skill and Ability to:

Establish and maintain a program of instruction for families participating in the California Early Start Program; analyze data and develop written recommendations for reports; develop and maintain effective working relationships with individuals and groups; communicate effectively in both oral and written forms.

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 as required.

Approved 10-18-00