

# Sacramento County Office of Education Job Description

## Classification Title: Coordinator, Staff and Family Support

### **DEFINITION**

Under general direction, coordinates infant/family support services for families of children with disabilities and staff in the Infant Development Program; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This 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 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.

#### **Program Support**

provides support for families of children with low incidence disabilities; acts as a resource for staff and families regarding mental health community programs including researching related programs and eligibility requirements for participation; prepares reports as requested; assists in staff development including assessment, intervention and other related trainings; provides relationship based interventions through preventive intervention/special instruction to families; provides support to staff regarding home visits and families in crisis; provides reflective supervision to infant program staff; consults with team members to implement mental health strategies; assists staff in problem-solving home visit situations; assists in the planning and implementation of parent support activities; attends team meetings including participating in multiple discipline assessment, planning and intervention representing the social emotional domain.

#### **Interpersonal Relationships/Communications**

Maintains cooperative and collaborative working relationships with families, staff, school personnel, mental health programs 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**

Any combination of education, training and experience equivalent to a Bachelor's degree in clinical services, health services, or psychology preferred. Experience in special education programs, in home visitations programs, training in relationship-based intervention and infant mental health techniques; successful supervisory experience.

#### **Knowledge of:**

Principles and techniques for family focused support and services, reflective supervision, and relationship based intervention services for young children and families, infant/toddler/family mental health prevention, assessment and intervention services, asset based support, resource based services; current trends in early childhood special education; standard software applications; staff development and support techniques.

#### **Skill and Ability to:**

Communicate effectively in both oral and written forms; plan and conduct staff development programs;

research, assemble, and analyze data; create reports and make appropriate recommendations; develop and maintain effective working relationships with individuals and groups; work independently with little direction; select, train and supervise personnel; develop measurable goals and objectives, set priorities and evaluate progress toward achievement.

**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.

Revisions approved by Personnel Commission 11/8/11  
Approved by Personnel Commission 6/25/02