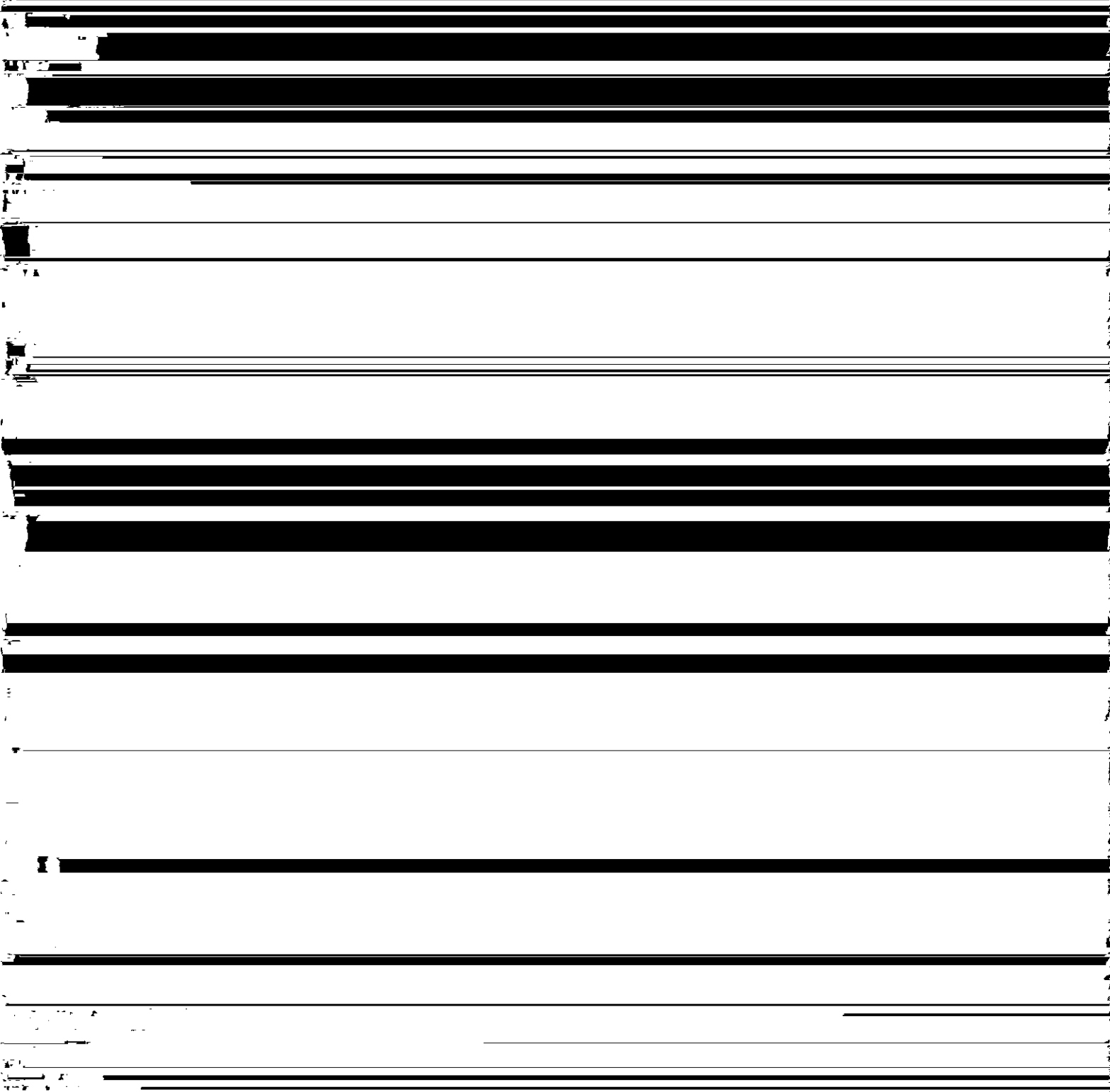


SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSESSMENT SPECIALIST – EARLY CHILDHOOD EDUCATION

BASIC FUNCTION:

Under the direction of the Manager-Inclusion Collaborative, provide leadership, coordinate, organize, monitor and develop sustainable systems for screening and assessment of children who are at risk for poor developmental outcomes for the assessment teams and community partners involved in the FIRST 5 System of Care; develop and provide program information and resources to families of children with developmental delays.



Schedule and facilitate meetings to develop systems for assessment and treatment; review child screening information provided by other professionals; investigate issues through observations via home visits, classroom observations, parent/teacher conferences and telephone interviews; collect necessary documents and information and prepare reports with findings.

Communicate and collaborate with Head Start staff to discuss and update staff on findings.

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