

CLASS TITLE: DISABILITY SERVICES SPECIALIST - HEAD START

BASIC FUNCTION:

Under the direction of the Manager-Head Start Program Operations, coordinates and analyzes Head Start and Early Start programs mandates related to disability services for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs); writes and revises disability service plans; monitors Program effectiveness to assure compliance and provisions of services for children with disabilities

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participates in annual Head Start planning task force and annual funding application process.

Creates and maintains inter/intra-agency agreements to assure appropriate placements and services for children with disabilities in Head Start/Early Start programs; assures sources are consulted to determine recruitment, selection and enrollment and attendance of children with disabilities.

Operates a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drive a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice

Coordinate communications, information and resources to meet the needs of children and families of

Provide consultation and technical assistance to parents and staff concerning assigned subject areas and programs and related standards, requirements, policies, practices, and data.