

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: DISABILITY SERVICES SPECIALIST**

**BASIC FUNCTION:**

Under the direction of assigned Manager, coordinates and analyzes the birth to five program to ensure compliance with the Head Start and Early Start program mandates related to disability services and the Head Start Early Learning Outcomes Framework for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs); writes and revises disability service plans; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of services for children with disabilities.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Coordinates and analyzes Head Start and Early Start program mandates related to disability services for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs).

Monitors and evaluates the effectiveness and operational efficiency of Head Start/ Early Start disability service areas and programs; receives and responds to administrative, staff and public input concerning program and subject area needs; develops and implements processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.

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