

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY START PROGRAM SERVICES SPECIALIST

BASIC FUNCTION

Under the direction of the Assistant Director-Special Education, organizes and directs the activities and operations of the Early Start Program, including staff development and community outreach; coordinates the Early Start Program Intake and Assessment Team.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Early Start Program, including finalizing IFSP, collecting audit information, creating IFSP trackers, creating files for new students and recording them in the database, and assigning them to a case manager.

Updates the service levels and service changes in the SIRAS system before finalizing the IFSP.

Organizes and directs the staff development and training for the Early Start Program for County Office and district staff; conducts training on early intervention, legal issues, programmatic issues and recommended practices.

Collects information from the intake team regarding students and assigns them to case manager, monitors student count in April and October to meet the requirement set by CDE, creates, monitors and manages the student attendance database and makes follow up call to parents regarding excessive absences.

Participates in intake assessments using BDI and identifies appropriate services and placements; writes and participates in Individual Family Student Plans (IFSP) for children; serves as designee at IFSP meetings; monitors and evaluates the provisions of program and services.

Provides consultation and program representation for community organizations, non-



Department of Family and Children Services, NICU project and others as assigned.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices, as well as the activities and operations of the Early Start Program, including staff development and community outreach;

Current trends in early intervention programs;

Eligibility requirements for PART C Early Start eligibility through the California Department of Education and Department of Disability Services;

Part C to Part B transition



Valid California teaching credential,
Preferably Early Childhood/Early Childhood Special Education Credential - Level I or II
Valid California driver's license.

WORKING CONDITIONS

