

# YOLO COUNTY OFFICE OF EDUCATION

## Head Start/Early Head Start Programs

### **CLASS TITLE: SPECIAL SERVICES MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Head Start/Early Head Start Program Director, to direct, manage, supervise, plan, and coordinate services to infant, toddlers and children with disabilities; manage and oversee the mental health programs and activities of the Head Start and Early Head Start programs; plan, implement and oversee child abuse prevention services; coordinate assigned activities with other Head Start and Early Head Start service areas and with outside agencies; and to provide highly responsible and complex administrative support to the Yolo County Head Start and Early Head Start Program.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

Assume management responsibility for disabilities, mental health and child abuse prevention services and activities of the Head Start and Early Head Start programs in accordance with Head Start Performance Standards; assure that all legal requirements for assessment of children with potential disabilities are followed; that IFSP/IEPs are developed and implemented for children with diagnosed disabilities; and services are provided as described on the IFSP/IEP. Work with the mental health provider to assure a plan for screening and ongoing observation of children is developed and implemented; that mental health services are scheduled on-site; that mental health education is available to staff and parents; and included in curriculum for home based and center based EHS/HS children. Develop, implement and monitor policies and procedures to identify and report suspected child abuse.

Participate in the selection and training of assigned staff. Supervise and evaluate Intervention Specialist and other assigned staff. Manage and Oversee the Mental Health Provider Contract.

Write the integrated disabilities services plan and mental health plan, and the child abuse prevention and reporting plan for Head Start and Early Head Start in consultation with staff, parents and community partners. Develop, review and evaluate services and activities and make recommendations for corrective action, as needed.

Work with District personnel to develop a screening and referral process that meets District requirements, Performance Standards, and other applicable regulations. Implement and supervise the screening and referral process. Provide training for staff on the disabilities plan, referral process, IFSP and IEP process, and services available.

Develop and implement a transition process for children with disabilities leaving Early Head Start or Head Start for other childcare or school placements.

Serve as a liaison for the Head Start/Early Head Start programs with the LEA, school districts, and community programs providing services to low-income families and children with disabilities. Develop partnerships with community agencies to assure resources are available and accessible to Head Start/Early Head Start families; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; plan and implements adjustments as necessary. Work with other disciplines to assure a wide range of services for children enrolled in Early Head Start/Head Start.

Provide assistance to classroom staff, itinerant educators, support staff and administration regarding successful integration and mainstreaming of students with disabilities. Assist in the adaptation of curriculum and preparation of specialized materials to meet the needs of disabled infants, toddlers and preschool aged children. Assist in structuring classroom environments and resources.

Responsible for on-going monitoring, including regular site visits, to assure an on-going fully integrated program for children with disabling conditions; that services prescribed in the IFSP/IEP are provided in accordance with the IFSP/IEP; that screenings and referrals occur in accordance with established policies and regulations.

Assist parents, educators and support staff to provide appropriate supportive services to children with atypical behavior or development who need special assistance in the classroom or home setting. Work with educators, parents, the mental health consultant and the Intervention Specialist to develop appropriate intervention strategies for children with atypical behavior. Provide training and consultation for educators, parents and support staff regarding typical and atypical behavior and development.

Participate in the development of the Head Start and Early Head Start budgets by establishing priority expenditures and maintaining records of costs. Review financial transactions and monitor special services budget to ensure efficient operation and to ensure that expenditures remain within budget limitations. Prepare specifications for all special services equipment and supplies; order and oversee the distribution of supplies and materials.

Arrange for the collection of data as needed to ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities. Analyze data for evaluating, planning, and improvement of services. Maintain current knowledge of applicable laws, codes, regulations, policies and procedures.

Meet regularly with the Head Start/Early Head Start Director, managers, the mental health consultant, behavior specialist, and other staff as needed. Schedule and/or attend case conferences, parent conferences, case reviews, child study team meetings, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings.

Perform other job related tasks as required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Operational characteristics, services, and activities of a comprehensive special education program.
- Principles, philosophy, and practices of Head Start/Early Head Start.
- Organization and management practices as applied to the analysis and evaluation of special education programs, policies and operational needs.
- Principles of supervision, training, and performance evaluation.
- Applicable laws, codes, and regulations.

### **ABILITY TO:**

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and administer special education programs and services.
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise administrative reports.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

## **EDUCATION AND EXPERIENCE:**

- BA or BS degree in Psychology, Mental Health or other related field. MA degree in Education, Special Education or a related field highly desirable.
- Five years of increasingly responsible experience in the area of special education or services for the disabled.

## **LICENSES AND OTHER REQUIREMENTS:**

### **LICENSE OR CERTIFICATES:**

- Special Education Credential, desirable.
- Valid California driver's license.

### **REQUIREMENTS:**

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment.

Travel from site to site within the county.

### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to manipulate computer keyboard and other standard office equipment.

Seeing to read a variety of materials.

Hearing and speaking in order to exchange information.

Driving a vehicle to conduct work.

APPROVED:

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Signature, Policy Council Chair

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Date of Approval

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Signature, Superintendent or Designee

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Date of Approval