

Specialist Job Description

Classification: Exempt

Wage Range: \$51,528.00 - \$55,358.40 **Work Hours:** 7:30am – 3:30pm*

Minimum Qualifications: Must have a baccalaureate degree relevant to education, human services, special education or related degree. Some special education background preferred.

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Have good verbal and written communication skills as well as computer skills.
5. Have the ability to work independently or in a team environment.
6. Must be able to advocate for low-income families and those with special needs within the community.
7. Able to work evenings and travel if necessary.

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

Primary Responsibilities:

1. Ensure the completion of transition plans for children/families from pre-birth to five. Monitor any follow up need to ensure all activities are achieved.
2. Assist in planning, implementing and monitoring activities to be used in the classroom and homes for children with disabilities or developmental concerns.
3. Participate and assist during socializations, classrooms, home visits and other OCDC activities on a regular schedule.
4. Provide service coordination for children birth to five with special needs.
5. Ensure family understanding of/advocating for parents' rights.
6. Develop and implement the interagency agreements with community partnerships, promoting transition and special needs goals.
7. Complete observations as needed from results of screenings and/or as requested by staff.
8. Work with children and families on the Disability Teacher Assistants caseloads on a frequent enough basis to know the child and family.
9. Assist families in meeting the needs of their children, ages birth to five, who have developmental delays and special needs.
10. Attend IFSP/IEP meetings.
11. Purchase and upkeep mental health materials, adaptive equipment, and developmentally appropriate toys for children with disabilities, using purchase order process.
12. Train and familiarize staff in the utilization of adaptive equipment.
13. Work in a positive manner to collaborative with community partners to ensure open lines of communication.
14. Work with families in a supportive manner throughout the diagnostic and referral process. Make home visits as needed.
15. Maintain a tracking system for special needs and transition which includes but is not limited to screening results and ongoing monitoring.
16. Schedule and provide screenings for children in the program and the communities served.
17. Responsible for training staff on transitions and disabilities.
18. Develop, provide and follow up on transition materials and transition plans including but not limited to applications, kindergarten visits and classroom visits.
19. Responsible for transition meetings with OCDC staff and local school districts in service area.
20. Consult with teachers and home visitors for needs of children with disabilities.
21. Monitor service area to ensure systems are implemented as planned and regulations are met.
22. Encode component area information data into tracking system for Head Start/Early Head Start, as well as monthly reports and other reports as needed.
23. In collaboration with the mental health consultant, ensure and monitor overall mental health services are provided according to performance standards and community needs.

24. Meet with the mental health consultant to consult on a regular basis to communicate about the needs of our children/families and maintain a good working partnership.
25. Assist families and staff in locating mental health resources. Uses payer of last resort and purchase order process for enrolled person(s) receiving services.
26. Responsible for tracking of consultation contacts and other mental health data.
27. Ensure 45-day screenings and ongoing screenings are completed for component area, using the DECA or Ages & Stages Social Emotional. Responsible for scoring and assessing each screen, getting results to teachers/parents, and providing and ensuring follow-up is done for children with needs.
28. Provide education, strategies and information on parenting issues, behavior, and mental health issues to families and staff on a regular basis.
29. Attend and maintain a positive working relationship with local interagency councils and groups, such as Child Protection Teams, schools, state agencies and other community partners formed by the program to share information and provide open lines of communication.
30. Active member of the Health Services Advisory Committee.
31. Supervises the Disabilities/Transition Teacher Assistants.
32. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and complete employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Monitor staffing and scheduling for employees he/she supervises.
5. Oversee and monitor work processes of those employees for which he/she supervises.
6. Provide reflective supervision with staff he/she supervises at least once a year.