

## **BERKS COUNTY INTERMEDIATE UNIT**

### **POSITION TITLE: ECSS Disabilities/Transition Specialist**

#### **QUALIFICATIONS:**

- A. Bachelor's Degree in Psychology, Sociology or Education and experience in preschool special needs area.
- B. Knowledge of growth and development processes of a young child.
- C. Communicate effectively with professionals and families of children with special needs.
- D. Knowledge of various agencies dealing with social and disability problems.
- E. Knowledge and experience with a variety of disabling conditions.
- F. Provide own transportation.
- G. Ability to work flexible hours.
- H. Ability to work with and relate to young children and families of diverse backgrounds.
- I. Original certificates of clearance from the State Police, the Child Abuse Registry and PDE FBI.
- J. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

#### **REPORTS TO:**

Assistant Program Administrator/Family Services

#### **POSITION GOAL:**

Coordinate the effective implementation of the Disabilities and Transition Service Areas of the Head Start Program.

#### **PERFORMANCE RESPONSIBILITIES:**

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

- A. Work with other service area and center staff to identify children with special needs.
  - 1. Review all staff and consultant observations and screening of children.
  - 2. Coordinate screening for all children.
- B. Coordinate services to enrolled children with disabilities.
  - 1. Coordinate appointments for children with agencies, clinics, and consultants for testing, diagnosis, treatment, and therapy for the child's special needs.
  - 2. Coordinate parent(s) and child visits to support and interpret finding of specialists when necessary.
  - 3. Coordinate testing for specific disabling conditions, with follow-up.
  - 4. Coordinate special programs for children with disabilities.
- C. Maintain accurate and up-to-date records on each child with a disability, including any prescriptive work done.
  - 1. Write, develop, and incorporate individualized education plan for every diagnosed child with a disability when appropriate.
  - 2. Conduct home visits to seek and disperse information to parents on service plan(s).
  - 3. Support center staff to incorporate prescriptions into daily center plans and activities.
- D. Ensure the smooth and effective transition of children and families both into and out of the Head Start Program.
- E. Plan and carry out transition experiences for Head Start children and families.
- F. Communicate with other agencies and school districts to facilitate continuity of programming when children transition into or out of the Head Start Program.
- G. Attend all staff meetings and related in-service training sessions.

- H. Participate in career development when feasible.
- I. Interpret program to individual, private and public groups, and to community organizations.
- J. Maintain confidentiality.
- K. Comply with Disabilities and Transition Performance Standards.
- L. Develop and implement the Disabilities and Transition Service Plans and assist with development of training plans for staff and parents.
- M. Attend the Health Advisory and Education Advisory Committees as a resource person.
- N. Document monthly statistical reports of service area activities.
- O. Perform any other job-related duties as assigned by the Assistant Director.

**TERM OF EMPLOYMENT:**

Non-Exempt, Full-Time/Part Year or Full-Time/Twelve months/year, per program guidance. Salary per Head Start Salary Scale as established by the Berks County Intermediate Unit Board of Directors and the Head Start Policy Council.

**EVALUATION:**

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.*

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|---------------------------|--------------|
| <b>Print Name</b>         |              |
| <b>Employee Signature</b> | <b>Date:</b> |

Revised: May 14, 2020

CC: Employee File