

JOB SPECIFICATIONS

JOB TITLE:	Exceptional Services Manager
REPORTS TO:	Deputy Director of Program Services
SUPERVISES:	Exceptional Student Assistants
SALARY RANGE:	\$41,600.00 - \$60,000.00 annually

SUMMARY OF JOB: The Exceptional Children's Manager is responsible for assisting with identifying children with disabilities and for insuring appropriate interventions are provided. The Exceptional Services Manager interprets laws and regulations relative to service delivery for children with disabilities and their families.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Ensures that developmental screenings, assessments, and appropriate special services for children with special needs are provided timely.
- Develops an outreach and recruitment plan to ensure that at least 10% of the Head Start enrollment opportunities are made available to children with disabilities.
- Assures children with suspected disabilities are referred to the Local Education Agency (LEA) timely
- Plans, delivers, or secures individualized and/or group training for staff and parents to ensure proper services to children with known and/or suspected special needs.
- Reviews all IEPs and IFSPs and service plans for children with special needs
- Participates in multi-disciplinary staffings
- Serves as Lead Staff for the Response to Intervention team
- Submits required program reports in an accurate and timely manner and participates in all case management meetings for children with special needs.
- Assist in setting, clarifying and communicating disabilities services standards and laws to staff and parents, when required/requested.
- In collaboration with the OCYF Director secures interagency agreements with LEA's; Early Steps and Child Search Agencies
- Assures that centers make all necessary adaptations necessary to provide services for special needs children, as necessary.
- Analyzes data and reports and reports on special needs children's progress monthly
- Reads and reviews legislation and other resources to keep abreast of current issues and trends related to special need services and shares updates with staff regularly

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- Secures appropriate resources for staff, parents and children to include supplies, equipment, and trainings.
- Assist with transitioning children with disabilities and those in the diagnostic process, ensuring a smooth and efficient process, inclusive of full parental participation.
- Conducts needs assessments and other research necessary for continued programmatic improvement.
- Perform other duties as assigned

REQUIRED SKILLS AND ABILITIES:

- Follows and implements Total Community Action policies, procedures and systems, ensuring compliance with Head Start Performance Standards and local, state, and federal guidelines.
- Ability to work with minimum supervision and as an effective member of a team.
- Knowledge of developmentally appropriate practices, diagnostic tests screening tools and assessments, and laws protecting individuals with disabilities.
- Working knowledge of Response to Intervention process, inclusive practices and accommodation strategies.
- Working knowledge of developmentally appropriate practices in early childhood education (birth to five).
- Ability to build effective working partnerships with diverse stakeholders for early intervention services.
- Ability to lead productive meetings.
- Ability to communicate effectively; orally and in writing.
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must have reliable transportation and be willing and able to travel to partner sites.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

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EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

Bachelor's Degree in Special Education, Social Work or related field with two years of professional experience working with low-income families and children with disabilities.

Criminal background clearance and physical examination and TB test are required as condition of initial employment and continued employment.

