

JOB DESCRIPTION

**Job Title: *Disability Specialist I (1264)*
*Disability Specialist II (2568)***

Job Summary:

To assist the Disabilities Coordinator in providing support services to children with disabilities. Receive general supervision from the Disabilities Coordinator.

Essential Functions:

- Works with all program service areas in identifying, recruiting, and serving preschool children, infants and toddlers with disabilities.
- Serves as a liaison coordinating referral procedures with public and private agencies
- Assists the Disabilities Coordinator in serving as a case manager for all preschool children, infants, and toddlers suspected of having a disability condition by calling case conferences, assisting in the development of individualized education plans and follow-up activities.
- Assists the Disabilities Coordinator to provide support services to center and Home Based regarding special educational techniques and curriculum through in-service training, and individual classroom consultation.
- Assists the Disabilities Coordinator in working with parents of preschool children, infants and toddlers with disabilities in diagnostic evaluation referrals, follow-up and consultations.
- Writes reports; maintains files on all enrollees and referrals received.
- Orders special needs oriented resource equipment, etc. for classrooms and other departmental programs.

Knowledge and/or Abilities:

- **Abilities to:**
 - Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
 - Respond to common inquiries or complaints from employees or regulatory agencies.
 - Write reports, business correspondence and procedure manuals.
 - Effectively present information and respond to questions from groups of managers, employees and the general public.
 - Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Apply concepts such as fractions, percentages, ratios and proportions to practical situations.
 - Define problems, collect data, establish facts and draw valid conclusions.
 - Speak, read and write in English necessary.
 - Speak, read and write in Spanish preferred.
- **Knowledge of:**
 - Local social services agencies.
 - Community and local health resources.
 - Maintaining cooperative working relations with parents, staff, and community.
 - Analyzing a problem and present himself/herself fairly and professionally.
 - Computer software.

Working Conditions and Physical Abilities: The noise level in the work environment is usually moderate; Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; Regular car driving throughout Tulare County; Regularly required to use hands to finger, handle, or feel objects, tools, or controls; Must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds Sitting on small chairs and standing for extended periods of time; Sitting on floor; Frequently is required to stand, walk and sit; Kneeling and crawling; Bending, stooping, and crouching. Talking and hearing; Regularly pick up 25 lbs or more; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

Disability Specialist I:

- Associate's Degree in Special Education or related field **and three years experience working with children with disabilities.**

Disability Specialist II:

- Bachelor's Degree in Special in Special Education or related field; **and** two years experience working with children with disabilities.
- Head Start background
- Computer literate

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.