

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT CERTIFICATED POSITION DESCRIPTION**

**HEAD START EDUCATION/DISABILITIES INSTRUCTIONAL SPECIALIST**

**POSITION:** Head Start Education/Disabilities Instructional Specialist

**REPORTS TO:** Head Start Coordinator

**LOCATION:** Various Head Start Locations

**NATURE OF WORK:**

The employee typically works independently providing planning and assistance, mentoring, and training to the educational staff. Planning children's readiness to learn involves culturally responsive, integrated service delivery to child development, disabilities, and mental health that supports the learning environments in the following areas: children's cognitive, social and emotional development, children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning. The work is performed under the general supervision of the site administrator, designee, or Head Start coordinator.

**ESSENTIAL FUNCTIONS:**

- Facilitates collaborative team discussions and other data-based decision-making sessions;
- Works collaboratively with all staff and support service providers within the assigned sites;
- Models and provides coaching for staff members, focusing on areas identified through the staff development needs assessment and on other identified high level skills essential for student success;
- Proficient with technical skills, internet and e-mail;
- Provides mentoring and support for new teachers; and
- Reports to work daily and on-time.

**DUTIES AND RESPONSIBILITIES:**

- Assumes major responsibility for the instructional support of Head Starts academic programs;
- Assumes major responsibility for case management and assistance of delivery of special education services to students;
- Assumes major responsibility for management of online learning platform and Head Start documentation database;
- Assists classroom teachers with the administration and interpretation of formal and informal assessments;
- Performs validation oversight for the entire program;
- Conducts professional development and formal presentations on literacy, mathematics, science and other content areas for parents, teachers, and other colleagues;
- Maintains confidentiality of student records and special education services provided;
- Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations;
- Ability to develop and implement program wide initiatives;
- Ability to analyze data to impact instruction;
- Strong organization and time-management skills;
- Outstanding interpersonal skills;
- Ability to use and integrate technology in instruction;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work cooperatively with other agencies to meet the needs of families and children;
- Ability to be flexible in job responsibilities;

- Ability to work under a minimum amount of supervision;
- Ability to maintain confidentially and manage sensitive information with discretion;
- Ability to project a positive image to the public;
- Serves on the Leadership Management Team and the Policy Council; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Possess a valid advanced professional certificate issued by the Maryland State Department of Education;
- Hold a valid endorsement in early childhood or elementary education. An endorsement in special education is preferred;
- Minimum of five years of teaching experience with at risk populations, Title I experience preferred;
- Knowledge of developmentally appropriate practices, curriculum and experience with staff development;
- Knowledge and/or work experience in working with early childhood mental health and disabilities services;
- Leadership experience in education with peer coaching and professional development; and
- New staff are required to provide documentation of a recent Physical and complete a TB screen prior to working for Head Start.

**TERM OF EMPLOYMENT:**

Grant Funded full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC