

PRESCHOOL SPECIALIST

Basic function

Act as an itinerant preschool specialist to all public and private preschool age children not enrolled in a preschool program setting, for the Santa Barbara County Education Office, Special Education Program. Responsibilities include assessment, scheduling and education of students, consultation with parents and teachers, and coordination of services to students.

Supervision

Directly responsible to a Coordinator of Special Education.

Representative duties

- Operate the Preschool Specialist Program as established by Federal and State regulations and the Santa Barbara Education Office
- Assist in the development and/or facilitate the completion of referrals for assessment.
- Notify all assessment personnel of referrals, and monitor due process timelines.
- Conduct specific educational assessments of preschool-age children who have been referred for Special Education, using culturally appropriate methods and materials.
- Coordinate writing of individualized education programs (IEPs), establish individualized educational goals and objectives, and identify culturally appropriate activities and materials needed to achieve goals and objectives.
- Instruct and direct the instruction of individuals with exceptional needs, work with students individually or in small groups, for regularly scheduled periods of time, on goals and objectives described in written instructional plans.
- Conduct periodic re-evaluations to review pupil progress, and adjust objectives and instructional procedures as needed.
- Maintain accurate educational and attendance records reflecting special growth and performance patterns of each child enrolled in the program.
- Participate in Individual Family Service Plan design and implementation as directed.
- Consult with appropriate personnel to facilitate transitional goals and objectives for preschool-age children.
- Coordinate and consult with regular preschool teachers, parents/families, support staff, and other agencies regarding instructional planning for preschool individuals with exceptional needs.
- Provide consultant service and coordinate educational service and guidance for preschool individuals with exceptional needs and their families.
- Provide in-service training to parents, families, and/or school personnel in areas relevant to preschool-age growth and development.
- Serve as permanent member of the Santa Barbara County Education Office Preschool Child Study Team, and the regular preschool pupil study team.
- Facilitate interagency involvement when appropriate.
- Assume responsibility for the safety and welfare of pupils.
- Perform other related duties as assigned.

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Qualifications

Possession of a valid California Specialist Instruction Credential authorizing service in a Special Education program; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.