

Duty Statement

Early Childhood Special Education Specialist

1. Assesses and coordinates EL/ECSE services for children and their families. (Codes 1, 7, 8)
2. Develops and implements Individualized Family Service Plans. (Codes 1, 7, 8)
3. Develops and implements data collection systems. (Code 1)
4. Provides consultation and support, as necessary, to families and staff. (Codes 1)
5. Evaluates students referred to them by administrators, advisors, teachers and others, and requests the services of the district and community service agencies. (Codes 1, 3, 4)
6. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
7. Attends meetings on MAA program, and completes quarterly time surveys. (Code 15)
8. Trains instructional assistants. (Code 1)
9. Complies with procedural safeguards. (Code 1)
10. Provides specialized instruction. (Code 1)
11. Schedules initial appointments for Medi-Cal covered services. (Code 4)
12. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
13. Arranges for or provides translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
14. Attends collaborative meetings to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)
15. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
16. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
17. Reviewing school policies, procedures, or rules. (Code 16)
18. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
19. Completing personal mileage and expense claims. (Code 16)
20. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)