

Sacramento County Office of Education Job Description

Classification Title: Program Specialist, Infant and Preschool Program

DEFINITION

Under general supervision, provides expertise and assistance for Sacramento County Office of Education (SCOE) infant and preschool program staff to support the provision of resources, services, and instruction for infant and preschool age students with special needs and their families.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, trains and assigns work to instructional support staff and provides input into the performance evaluation process.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all of the tasks which may be found in positions within this classification.)

Individualized Family Service Plan (IFSP) Support

- Assists families in identifying and obtaining family centered, resource-based support and services using an asset-based approach;
- Facilitates family participation and involvement in the IFSP process;
- Supports families transitioning out of infant services and into other community resources and/or preschool programs.

Individualized Education Program (IEP) Support

- Serves as a member, or designated chairperson at IEP meetings;
- Participates in the eligibility determination of students for the special education program;
- Recommends and develops IEP instructional goals and objectives;
- Identifies other related services to support student progress towards meeting IEP goals and objectives;
- Facilitates and supports the placement of students into special education programs.

Staff and Program Support

- Plans programs with instructional staff members, coordinates support and services, and evaluates effectiveness of early education and preschool programs for young children and their families;
- Participates in multi-agency staff development;
- Coordinates, consults, and leads community advisory groups and interagency teams;
- Prepares reports as requested.
- Maintains cooperative and collaborative working relationships with families, staff, school personnel, and community agencies;
- Serves as a liaison and resource for community agencies, services and organizations;
- Maintains effective and timely written and oral communications with families, staff, school personnel, and community agencies, services and organizations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Possession of a valid California Early Childhood Special Education, Clinical or Rehabilitative Services, School Nurse Services, or a School Psychologist credential;

- Minimum of three years successful experience in early childhood special education programs.

Knowledge of:

- Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP) processes and best practices;
- Principles and techniques for delivering family focused, asset-based, and resource-based support and services;
- Current trends in early childhood special education;
- Assessment methods, techniques, and tools for various disabilities;
- Instructional and behavioral management principles and methods;
- Specialized teaching strategies and materials for children under age five; Typical and atypical child development and major developmental theories;
- California Early Start programs and services for infants and toddlers with disabilities;
- Pre-academic and academic instruction for students with disabilities;
- Alternative communication methods for nonverbal students (e.g., total communication strategies);
- Family dynamics, counseling, and interview techniques;
- Observation and data collection procedures;
- Interpersonal and group communication strategies;
- Community resources for children with disabilities;
- CPR, first aid, and specialized health care procedures and equipment (e.g., suctioning, alternative feeding, elimination care);
- Safe and appropriate practices for supporting students with chronic infectious conditions, including adherence to health and safety protocols.

Skill and Ability to:

- Establish and maintain a program of instruction for families participating in the SCOE Infant Development and preschool programs serving students with special needs;
- Assess student and family needs and identify appropriate supportive strategies and resources;
- Analyze instructional practices and identify strategies to improve student outcomes;
- Plan, develop, and implement effective professional learning activities and materials, including modeling and coaching instructional strategies;
- Effectively transmit knowledge and skills to others;
- Prioritize workload, manage multiple projects simultaneously, establish schedules and meet timelines; Establish and maintain effective and cooperative working relationships with others;
- Communicate effectively in both oral and written forms with individuals from diverse groups;
- Operate standard office equipment and use common software including video conferencing platforms;

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

Approved 10-16-2025