

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Assistant Special Services/AA

DEPARTMENT: Head Start

REVISION DATE: March 13, 2017

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Specialized Services Assistant will assist with implementation of services to Head Start children and families referred to the Health, Mental Health, and Disability content areas.

QUALIFICATION STANDARDS:

- High School Diploma or GED
- AA Degree preferred.
- Experience in Head Start with a minimum of 3 years.
- Must be able to communicate and work the Head Start staff and parents.
- Must maintain all local, state and federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

- Assist and coordinate appointments for screenings, evaluations, assessments, counseling sessions, play therapy, inter-disciplinary staffing, etc. for children with possible disabilities or special needs; follow-up with cases on a timely manner.
- Assist in scheduling teacher/parent conference and out-of agency appointments.
- Assist in planning of Individual Educational Plans and /or Positive Guidance Plans for identified or diagnosed children and oversee that the teaching staff follow through with recommendations.
- Assist in coordinating Health, Disability and Mental Health Services with the LEA, private agencies, consultants, parents and staff.
- Monitor centers assigned and children's folders.
- Provide input on all content area reports.
- Attend all mandated trainings.
- Obtain / Maintain all certifications related to content area
- Perform other assigned related duties.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 10-20 lbs. (boxes, files, and other small equipment or devices)

- Must be able to work outdoors as needed

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies and Procedures.

SUPERVISORY:

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE