

JOB DESCRIPTION

POSITION TITLE: Part C Technical Advisor

CLASSIFICATION: Exempt

REPORTS TO: Policy Manager

SALARY RANGE:

SUMMARY DESCRIPTION:

The Part C Technical Advisor is responsible to work with Part C Staff regarding OSEP indicators and Part C state-wide initiatives.

REPRESENTATIVE TASKS include, but are not limited to:

LEADERSHIP AND SUPERVISION:

- Ensures CDS policies and procedures regarding Part C are communicated, applied and enforced.
- Ensures that the tools and systems used by site personnel are appropriate for the tasks being performed.
- Plans, communicates and provides day-to-day direction to Site Directors regarding Part C.
- Provides guidance, direction and feedback through technical assistance to Part C contractual and employed staff.
- Provides guidance on components of GSST regulations pertinent to Part C indicators.
- Models effective interpersonal and communication skills.
- Works effectively and cooperatively within the organization to build teamwork.
- Ensures that effective programs, seminars and/or workshops are established and managed in support of overall continuous improvement of assigned staff members for Part C.
- Leads the development of site processes and standards to meet Part C requirements.
- Oversees and assesses the effectiveness of the system's Part C processes.
- Represents CDS at local and state levels.
- Maintains public relations and publicity programs to inform the public of CDS Part C activities and services.
- Assists with the implementation of State and Federal Part C regulations.
- Submits requested documents and reports to State IEU in a timely manner.
- Collaborates with State IEU on issues pertinent to Part C.
- Utilizes State IEU resources, as appropriate.
- Performs other duties as assigned by the State IEU.

MINIMUM QUALIFICATIONS:

- Masters in Special Education or related field and 2 years successful administrative teaching or technical assistance experience in Special Education
- Relevant knowledge and experience related to early childhood development and children with disabilities
- Successful background, criminal records, fingerprinting and reference check.