

EDUCATIONAL PROGRAM COORDINATOR

DESCRIPTION OF WORK

Work in this class involves educational consultation, training, liaison and educational program development in local communities.

Employees are responsible for educational consultation, training and liaison with child care facilities and local schools involving preschool and school age children. Services may be provided to public school officials and committees, teachers, counselors, developmental day care centers, headstart programs, parents, and other community agencies. Program and services will range from prevention, intervention and rehabilitation and may include individual client observation and screening, educational testing, prescriptive planning, demonstration teaching, program planning/consultation, training workshops, direct therapy or supervision of a small staff in a related program and serving as a member of diagnostic and treatment team. Usually the focus of this work would be technical consultation within an educational program or setting involving preschool and school age learning disabled, emotionally disturbed or mental retarded individuals. Work is performed under the general supervision of an educational or clinical supervisor and is reviewed through periodic conferences and written reports.

EXAMPLES OF DUTIES PERFORMED

Makes visits to teachers, counselors, principals and superintendents in public, a private school systems and childcare facilities to explain services and programs offered.

Observes clients and potential clients in their school setting to assess and advise teachers on educational treatment and referral.

Conducts educational evaluations and testing as appropriate to situations and clients. Tests may include a standardized battery and/or adapted individual tests.

Conducts individual and/or group screenings and therapy sessions for clients and parents.

May do some substitute teaching in classroom setting.

Develops prescriptive programs for clients; does demonstration teaching; consults with teachers and other caregivers on teaching concepts, techniques, programs and individual clients services.

Conducts training workshops for public, private school personnel and other child care facility staff on materials, environment of classroom techniques/methods, behavior management.

Explains programs to parents and may provide some training to parents on how to understand and interact with children.

May serve as member of diagnostic/treatment teams in serving clients.

May supervise a small staff in a related educational program setting associated with clients served.

Performs related duties as assigned.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of educational techniques and methods used in teaching/ training of learning disabled, emotionally disturbed or mentally retarded children.

Considerable knowledge of programs and materials to be used in teaching/training of learning disabled, emotionally disturbed or mentally retarded children.

Considerable knowledge of behavioral management and learning assessments, testing and procedures.

Ability to provide educational training to educational staffs, other professionals and parents as relates to clients served.

Ability to maintain effective communication and working relationship with professional educators, psychological and psychiatric staff clients and parents.

Ability to communicate effectively in both oral and written form.

Minimum Education and Experience

Graduation from a four year college or university with a degree in special education, early childhood education, child development, elementary education, preschool education, school counseling or psychology, and two years of experience teaching in or managing an educational program for preschool or school age learning disabled, emotionally disturbed or mentally retarded persons or an equivalent combination of education and experience.