

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Assistant Special Services/AA

**DEPARTMENT:** Head Start

**REVISION DATE:** March 13, 2017

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**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.
- Must possess a current Texas Driver's License.
- 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.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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