

## CHILDREN'S HOME TRAINING ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Home Training Program for young children with developmental delays.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers the programs and activities of the Home Training Program of the Crippled Children's Services Program.

Conducts training sessions for home educators and health department personnel on the training and handling of handicapped children; teaches at workshops on developmental diagnosis and early childhood; meets with staff members for coordination of activities and dissemination of information.

Confers and consults regularly with professionals of other disciplines for multi-disciplines screening of children considered for training; coordinates activities with other government agencies for the mutual use of auxiliary services; serves as consultant to programs of other agencies.

Prepares and updates the State Plan of the Home Training Program; develops and implements programs policies, procedures and objectives; prepares and justifies program budget, makes recommendation on the expenditure of funds; prepares the monthly, quaterly and annual program reports for submission to appropriate agencies.

Interprets Program goals and objectives to others; provides and disseminates information to the public on the program services available for the handicapped children.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the philosophy, principles and techniques of working with young children with handicapping conditions.

Knowledge of the physical, emotional, intellectual and social growth and development of young children and parent-child relationships.

Knowledge of the general principles and practices of psychology.

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Knowledge of the principles and practices of management.

Ability to administer the Home Training Program.

Ability to make decisions in accordance with the Home Training Program guidelines.

Ability to evaluate operational effectiveness and implement changes in policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

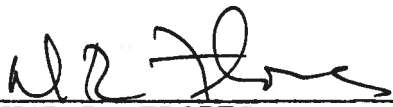
MINIMUM EXPERIENCE AND TRAINING:

Three years of experience as a Home Educator or equivalent work, one year in a supervisory capacity, and graduation from a recognized college or university with a Bachelor's degree, including or supplemented by 15 semester hours in early childhood development, human growth and development, mental retardation, multiple handicapped, child psychology or equivalent subject areas.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission