

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Classroom Support Specialist - Head Start

QUALIFICATIONS:

- A. Bachelor's Degree in psychology, behavioral health, social science, special education, or related field, with experience working with preschool age children.
- B. Knowledge of growth and development processes of young children.
- C. Knowledge and experience with a variety of mental health, behavioral health, social/emotional needs, and disability concerns.
- D. Knowledge of treatment strategies in the areas of child behavior management, family crisis intervention, and following Individualized Education Plan (IEP) recommendations.
- E. Knowledge of various agencies dealing with mental health and disability needs.
- F. Communicate effectively with professionals and families of children with special needs.
- G. Provide own transportation.
- H. Ability to work flexible hours.
- I. Ability to work with and relate to young children and families of diverse backgrounds.
- J. Original certificates of clearance from the State Police, the Child Abuse Registry and PDE FBI.
- K. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position

REPORTS TO:

Health Services Supervisor, Assistant Program Administrator/Family Services, and/or Program Administrator/Head Start

POSITION GOAL:

Coordinate the effective implementation of the Mental Health/Behavioral Health/Classroom Support Service Area of the Head Start Program.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

- A. Work with other service area and center staff to identify children with special needs and behavioral and/or mental health needs.
- B. Review all staff and consultant observations and screening of children.
- C. Coordinate services to enrolled children with mental health and/or behavioral issues with the assistance of other component specialists as needed.
 - 1. Arrange appointments for children with agencies, clinics, and consultants for testing, diagnosis, treatment, and therapy for the child's special needs.
 - 2. Work with families in a supportive manner throughout the diagnostic and referral process, including home visits when necessary.
 - 3. Accompany parent(s) and child on visits to support and interpret findings of specialists when necessary.
- D. Maintain accurate and up-to-date records on each child with behavioral and/or mental health needs, including any prescriptive work done. Assist with the data entry of information related to the behavioral/mental health component and the disabilities component.
- E. Work with classroom teams to develop and incorporate strategies in the classroom setting to meet student needs. Provide hands on support and modeling of strategies as needed. Provide small group and/or individual instruction with identified children to help meet individual needs. Meet with families and engage in home visits as needed to support child and family needs.

- F. Develop and support implementation of program-wide initiatives and projects designed to improve the mental health and well-being of Head Start staff.
- G. Attend all staff meetings and related in-service training sessions.
- H. Participate in career development when feasible.
- I. Interpret program to individual, private, and public groups and to community organizations.
- J. Maintain confidentiality.
- K. Comply with all Head Start Program Performance Standards.
- L. Support the development and implementation of any procedures and processes related to the mental and/or behavioral health component of Head Start. Support the development and implementation of procedures and processes of all component areas of Head Start as needed. Assist with the development and implementation of training plans for staff and parents.
- M. Attend the Health Services Advisory and Education Advisory Committees as a resource person when requested.
- N. Responsible for keeping a monthly statistical report of service area activities.
- O. Perform any other job-related duties as assigned by the Health Services Supervisor, Assistant Program Administrator/Family Services. and/or the Program Administrator/Head Start.

TERM OF EMPLOYMENT:

Non-Exempt, Full-Time/Part Year or Full-Time/Twelve months/year, per program guidance. Salary per Head Start Salary Scale as established by the Berks County Intermediate Unit Board of Directors and the Head Start Policy Council.

EVALUATION:

Performance in this position will be evaluated in accordance with the provisions of the Board's Policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: May 14, 2020
July 8, 2025

CC: Employee File