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**Project Specialist for Early Childhood (067)**  
**Special Education Section, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Under general direction of the Assistant State Superintendent of Special Education, interpret and uphold federal regulations of the Individuals with Disabilities Education Act (IDEA) and state special education policies and procedures and state laws governing Early Childhood Education; perform related work as required.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a bachelor's degree in special education, early childhood education or closely related field of study [*official transcript(s) required*];
- Possession of a valid special education and/or early childhood certificate;
- Applicants must be willing and able to perform necessary job-related statewide travel (including but not limited to, regular overnight stays of 1-3 nights at a time in some instances).

**KNOWLEDGE/SKILLS/ABILITIES**

- Considerable knowledge of current special education and early childhood laws, methods and practices; of current trends and sources of information; general knowledge of tests and measurements including individual educational/psychological tests; adequate knowledge of public relations; of technology and ability to use it to maximize efficiency and services.
- Ability to establish and maintain effective working relationships; to direct, conduct, coordinate and implement special education and early childhood programs; to express ideas clearly and concisely; to conduct meetings and workshops; to judge a situation correctly and adopt an effective course of action; commitment to team work and participatory decision-making process.

**EXAMPLES OF WORK PERFORMED**

- Serve as an advocate of children with and without disabilities ranging in age from birth to six years of age in the design and implementation of state-wide policies and procedures for the department;
- Develop and implement a comprehensive state-wide system to provide services to children from birth to six years of age and investigate concerns, complaints, and due processes at the state level;
- Collect and analyze data from a variety of sources to demonstrate compliance with the federal and state-established performance criteria for early childhood education;
- Provide consultation, on-site assistance and in-service training to local districts to support their efforts in providing appropriate curriculum and programs for young children;
- Develop, modify, and update resource guides, training materials and website information related to early childhood education.
- Provide technical assistance to school districts, community programs/agencies, and other interested parties;
- Develop and implement a system of fiscal budgeting for the purposes of early childhood education initiatives as well as Oklahoma State Department of Education initiatives;
- Develop and foster positive working relationships with universities, school districts, patrons, community agencies, and other interested parties; collaborate with other agencies, commissions and organizations as directed;
- Perform other related work as required and assigned.

**COMPENSATION**

Annual Salary - \$50,505      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 5172

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