

## **NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**

### **CHILD FIND/PARENT SERVICES SPECIALIST, FDLRS**

#### **JOB DESCRIPTION**

##### **QUALIFICATIONS:**

- \* (1) Bachelor's Degree from an accredited college or university.
- \* (2) Valid Florida teaching certificate or related human services field.
- \* (3) Certification in Exceptional Education and/or early childhood education.
- \* (4) Valid Florida Driver's License.
- \* (5) Minimum of five (5) years experience in a related field.
- \* (6) Computer proficiency.
- \* (7) Satisfactory criminal background check and drug screening.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work cooperatively with individuals and groups, including young children, parents, families, school districts and agencies. Ability to develop concepts and ideas and to relate both in oral and written form. Knowledge of current trends and research in all areas of exceptional student education, including issues related to early education programs, instructional techniques, and disabling conditions. Knowledge of child development and school readiness. Ability to use database systems, word processing and related software programs. Ability to provide consultation and advice to teachers, parents, principals and district staff on policies, procedures, rules, regulations and laws affecting Child Find services. Ability to organize, conduct and/or facilitate meetings, workshops and conferences relating to special needs for parents and providers of early childhood programs and services. Knowledge of rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on the federal, state, and local levels. Ability to multi-task, including maintaining a screening schedule, -conducting effective case management, facilitating service provision for children in the referral process and working with school districts and agencies. Knowledge of community and district resources.

##### **REPORTS TO:**

Program Administrator, FDLRS/NEFEC

##### **JOB GOAL**

To assist with the location and identification of children with special needs, to refer to appropriate education and/or community programs, and to facilitate access to appropriate special education or early intervention services. To assist with the coordination and provision of services for parents of exceptional students in the FDLRS/NEFEC service area.

##### **SUPERVISES:**

N/A

##### **PERFORMANCE RESPONSIBILITIES:**

###### **Service Delivery**

- \* (1) Using a variety of communication tools, ascertain the needs of early childhood providers, ESE Directors and Pre-K Coordinators, agencies, and families working with young children related to the early identification of children who are at risk of developing special or unique needs.

### **CHILD FIND/PARENT SERVICES SPECIALIST, FDLRS (Continued)**

- \* (2) Plan, implement and analyze the development of Child Find and Parent Services activities through collaboration with the FDLRS NEFEC Program Administrator, Advisory Committee, Coordinating Council and other appropriate personnel.
- \* (3) Locate, identify, screen and refer for evaluation all children who are at risk of disability, and who may need special education/related services.
- \* (4) Facilitate screening of children in accordance with the needs of the family by employing virtual platforms for screening, conducting screenings via telephone, screening at child care centers, in community settings or other generally accessible locations.
- \* (5) Conduct case management and service planning activities to ensure that the child and family are linked to the local school district and/or other community agencies and organizations.
- \* (6) Obtain and coordinate appropriate evaluation services to facilitate/expedite referral to ESE programs.
- \* (7) Conduct / coordinate awareness and outreach activities to ensure that the general public, school personnel, agencies, and hard-to-reach populations know that Child Find is seeking to locate and identify children and their families who are in need of screening and evaluation services.
- \* (8) Utilize the Children's Registry and Information System (CHRIS) for child case management and to maintain, update and provide reports as needed for improved district service provision, grant activity planning, and DOE/BEESS data collection.
- \* (9) Conduct/coordinate inservice training and workshops for parents, district staff, childcare providers, and agency personnel concerning early childhood development, special needs, parent/professional communication, assessment, and other subject areas as requested.
- \* (10) Coordinate/conduct training sessions for parents concerning effective parenting practices, challenges specific to parenting children with disabilities, strategies for partnering with schools, instructional strategies, behavior management, assistive and instructional technology resources, IDEA, and IEPs.
- \* (11) Research and disseminate accurate information on disabling conditions, community services, support groups, and related resources to parents of and professionals working with children with disabilities.
- \* (12) Provide support and informational assistance to parents of students with disabilities.
- \* (13) Assist districts with strategies for developing effective partnerships with parents and increasing parent involvement and engagement.
- \* (14) Assist in the development of content for the FDLRS/NEFEC website and other communication tools.

### **Inter/Intra-Agency Communication and Delivery**

- \* (15) Facilitate inter/intra-agency agreements and services, including transition services, for identified children, through networking with agencies, organizations, service providers, parent groups, special projects, and other appropriate groups.
- \* (16) Establish rapport and maintain effective communication and collaboration among schools, parents, support groups, agencies, DOE, and related programs to allow for shared responsibility to improve the education of students with disabilities.
- \* (17) Provide ongoing consultation and coordination to parents and families regarding securing services for their special needs child.
- \* (18) Participate on interagency councils, early learning coalitions, task forces, workgroups and advisory committees related to the early identification of and services for children who are at risk of developing special or unique needs and their families.
- \* (19) Maintain a close working relationship with district and community personnel relative to the assigned area to ensure information exchange, coordination and support for the decision-making process and gather feedback concerning service to foster continuous quality improvement.

## **CHILD FIND/PARENT SERVICES SPECIALIST, FDLRS (Continued)**

\*(20) Use effective communication strategies to interact with a variety of audiences.

\*(21) Respond to inquiries and concerns in a timely manner.

### **Professional Growth and Improvement**

\*(22) Attend training sessions, conferences and workshops to maintain expertise in the assigned area and to remain current with new and innovative trends, practices, programs, and legal issues.

\*(23) Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas.

\*(24) Set high standards and expectations for self and others.

\*(25) Maintain a network of peer contacts in related fields.

\*(26) Promote and support the professional growth of self and others.

\*(27) Develop annual job goals relating to NEFEC and department areas of focus and project priorities.

### **Systemic Functions**

\*(28) Assist the FDLRS department in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver the menu of services available.

\*(29) Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the DOE/BEES Project Tracking System and the CHRIS database.

\*(30) Serve as a consultant to staff members and to district, school or community personnel in the projects' service areas.

\*(31) Provide information and recommendations regarding screening materials to enhance Child Find identification efforts. Assist with selection of products and vendors to provide services to the districts.

\*(32) Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.

\*(33) Make and share decisions in a timely manner.

\*(34) Demonstrate support for the vision, mission, goals and objectives of NEFEC and FDLRS.

\*(35) Adequately plan all program and organizational functions within reasonable timeframes.

### **Leadership and Strategic Orientation**

\*(36) Assist the Program Administrator, FDLRS, with accomplishing grant goals.

\*(37) Assist in supporting compliance with all local, state, and federal policies, laws, rules and regulations related to Child Find and Parent Services.

\*(38) Demonstrate initiative in the performance of assigned responsibilities.

\*(39) Anticipate potential problems and develop processes or procedures to prevent or address them.

\*(40) Provide leadership, direction and coordination of goals/initiatives which support the vision and mission of NEFEC and the enhancement of student learning.

\*(41) Assist in implementing NEFEC's identified Areas of Focus.

\*(42) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

\*(43) Perform other tasks consistent with the goals and objectives of this position.

### **Worksite Service Standards**

\*(44) Exhibit a positive and flexible attitude.

\*(45) Foster and develop a professional image.

\*(46) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.

\*(47) Exhibit compassion and humility.

\*(48) Promote a passion for learning and growing.

\*(49) Demonstrate initiative.

\*(50) Exhibit the ability to multitask and problem solve.

\*(51) Translate organizational purpose into observable behavior.

**CHILD FIND/PARENT SERVICES SPECIALIST, FDLRS (Continued)**

\*(52) Exhibit Support of the NEFEC culture and way of work.

**Assessment and Other Services**

\*(53) The use of the adopted performance appraisal system for improving practice.

\*(54) The accurate and timely filing of all applicable reports.

\*(55) The completion of professional development activities as appropriate.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.

Compensation based on Pay Grade 10.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.