

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### CHILD FIND 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 a federal, state ~~or~~ and local level. Ability to multi-task, including maintaining screening schedule ~~and~~ conducting effective case management, facilitating service provision for children in the referral process and working with school districts and agencies.

#### REPORTS TO:

Program Administrator, FDLRS/NEFEC

#### JOB GOAL

To provide assistance in locating and identifying children with special needs, referring for appropriate education and/or community programs, and facilitating appropriate service provision.

#### 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 SPECIALIST, FDLRS (Continued)**

- \* (2) Plan, implement and analyze the development of function activities through collaboration with FDLRS 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 need special education/related services.
- \* (4) Facilitate screening of children in accordance with the needs of the family by performing telephone conferences, screening at child care centers, community settings or 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/BEES data collection.
- \* (9) Conduct/coordinate inservice training and workshops for parents, district staff, child care providers, and agency personnel concerning early childhood development, special needs, parent/professional communication, assessment and other subject areas as requested.
- \* (10) Research and disseminate appropriate information on disabling conditions, community services, support groups, and related resources, to parents of and professionals working with children with disabilities.
- \* (11) Assist in the development and maintenance of the FDLRS/NEFEC website and other communication tools.

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

- \* (12) 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.
- \* (13) 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.
- \* (14) Provide ongoing consultation and coordination to parents and families regarding securing services for their special needs child.
- \* (15) 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.
- \* (16) 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.
- \* (17) Develop and maintain FDLRS/NEFEC website for the purpose of information sharing throughout the member districts.

**Professional Growth and Improvement**

- \* (18) Attend training sessions, conferences and workshops to keep abreast of current trends/practices, programs and legal issues in assigned area.
- \* (19) Maintain expertise in assigned areas to fulfill project goals and objectives.

**CHILD FIND SPECIALIST, FDLRS (Continued)**

- \*(20) Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas.
- \*(21) Set high standards and expectations for self and others.
- \*(22) Maintain a network of peer contacts in related fields.
- \*(23) Promote and support the professional growth of self and others.
- \*(24) Develop annual job goals relating to NEFEC and department areas of focus and project priorities.

**Systemic Functions**

- \*(25) 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.
- \*(26) Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the DOE/BEESS Project Tracking System and the CHRIS database.
- \*(27) Serve as a consultant to staff members and to district, school or community personnel in the projects' service areas.
- \*(28) Select and purchase up-to-date screening materials to enhance Child Find identification efforts, and assist with selection of products and vendors to provide services to the districts.
- \*(29) Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- \*(30) Make and share decisions in a timely manner.
- \*(31) Adequately plan all program and organizational functions within reasonable timeframes.

**Leadership and Strategic Orientation**

- \*(32) Assist the Program Administrator, FDLRS, in accomplishing grant goals.
- \*(33) Assist in the compliance with all local, state and federal child find initiatives, policies, laws, rules and regulations.
- \*(34) Demonstrate initiative in the performance of assigned responsibilities.
- \*(35) Anticipate potential problems and develop processes or procedures to prevent or address them.
- \*(36) Provide leadership, direction and coordination of goals/initiatives which support the vision and mission of NEFEC and the enhancement of student learning.
- \*(37) Assist in implementing NEFEC's identified Areas of Focus.
- \*(38) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(39) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(40) Exhibit a positive and flexible attitude.
- \*(41) Foster and develop a professional image.
- \*(42) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(43) Exhibit compassion and humility.
- \*(44) Promote a passion for learning and growing.
- \*(45) Demonstrate initiative.
- \*(46) Exhibit the ability to multitask and problem solve.
- \*(47) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(48) The use of the adopted performance appraisal system for improving practice.
- \*(49) The accurate and timely filing of all applicable reports.
- \*(50) The completion of professional development activities as appropriate.

**CHILD FIND SPECIALIST, FDLRS (Continued)****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.

Job Description Supplement 03

**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.