

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Child Find Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to coach and train students with disabilities in necessary work and life skills. The position is responsible for providing successful learning experiences for assigned students appropriate to age, grade level and individual capacity; maintaining accurate work records, and performing related tasks as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

In coordination with educational professionals and Exceptional Student Education staff throughout the school districts, locates children who are potentially eligible for services under the Individuals with Disabilities Act (IDEA) and links them with needed services.

Provides Service coordination for diagnostic screening for young children who have or are at risk of developing disabilities.

Provides support and direction for placement determinations as identified through problem-solving team discussions of screening and other diagnostic findings including assessment of intellectual, behavioral, or physical functioning of young children who have or are at risk of developing disabilities.

Provides training/support to teachers, support staff, exceptional student education specialists and others detailing processes for identifying young children who have or are at risk of developing disabilities.

Provides in a timely fashion requested documentation of specialized student services in accordance with School Board criteria established for the purposes of the Medicaid Certified School Match Program.

Performs general administrative/clerical work as necessary, including entering and retrieving computer data, establishing and maintaining files, copying and filing documents, preparing reports and correspondence, answering the telephone.

Understand, know, and support the Federal regulations that provide that child find requirements apply to highly mobile children (e.g., migrant and homeless children), and to children who are suspected of having a disability, even though they are advancing from grade to grade.

Child find is also charged with the responsibility of identifying preschool-aged children who are suspected of having a disability.

The Child Find Specialist assists parents and others within the community by facilitating and coordinating the process of identifying suspected children and insuring that these children receive evaluations to determine if they are eligible for services under IDEA.

Provides services that help to promote general public awareness of programs and services available for young children who have or are at risk of developing disabilities.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and

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activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED or vocational training.

Associate’s or Bachelor’s degree with a stated interest in exceptional student education, vocational education or rehabilitation is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires six months of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment or wheelchairs.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to traffic.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Exceptional Student Education

Supervises:

Minimal supervisory responsibility

PAY GRADE: From: 11401 To: 11425

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016

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