

Job Description

Job Title: **Child Find Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **January 2017**

Job Code: **1791CF**
 FLSA Status: **Ex – P**
 Pay Range: **L 09**
 Work Year: **12 months**

SUMMARY: Provide leadership in the implementation of the child find children birth to five years of age including eligibility determination and initial evaluation for infants and toddlers who may be eligible for early intervention. Collaborate with team members on the placement of eligible children in the early childhood education program (ages three to five) in conjunction with the special education programming, tuition, and grant funded programs. Develop and promote good relations among the school community: parents, staff, administration and other community members. Consult and collaborate with key stakeholders to develop an Individualized Education Program (IEP) for each preschool child with disabilities and to fulfill responsibilities related to building/district goals and priorities and legal requirements of state/federal statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise child find teams regarding their assessment practices as part of the initial evaluation phase of eligibility determination under IDEA Part C and Part B, Section 619 and the development of Individual Educational Plans (IEP) for eligible preschool age children.	D	15%
2. Facilitate and respond to the need for information from the community regarding Child Find services in the district: respond to parent questions about Child Find process and procedures; foster the first steps of partnership with families. Develop a marketing plan for public awareness; develop community referral procedures. Establish and maintain a proactive, ongoing, community screening process.	D	10%
3. Supervise placement of children with IEP's in district classrooms; collaborate with other Early Childhood Educator (ECE) leaders to maintain balance of child needs and funding sources in classrooms; keep leadership apprised of upcoming enrollment issues/challenges for individual children and overall referrals related to possible placements.	D	10%
4. Facilitate continued team development, utilizing research and current best practices and developments in the field of early childhood assessment; work collaboratively with district programs and with state and federal guidelines and requirements for assessment and programming.	D	20%
5. Constructs, maintains and delivers a plan for ongoing staff development.	M	5%
6. Ensures the development and implementation of a process for evaluating the effectiveness of the entire child identification process including; determination of meaningful data to be collected; collection and analysis of data; identification of strategies to make changes as evaluation outcomes indicate.	A	5%
7. Supervise and evaluate certified and classified Child Find staff.	D	12%
8. Recruit, hire and train summer supplemental staff for Child Find.	A	5%
9. Participates in state level child find meetings and professional development opportunities. Represents the district on local Early Childhood Councils in Broomfield and Adams County. Collaborate with the Early Childhood Education leadership team on global program planning and improvement.	M	5%
10. Perform other duties as assigned.	Ongoing	3%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree from an accredited college or university in early childhood special education or related field.
- Minimum of five (5) years of experience in early childhood special education or early intervention services in a public school and/or community centered board setting.
- Experience working with parents of infants, toddlers and/or preschoolers with disabilities preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess a valid and appropriate Colorado Educator License.
- Criminal background check required for hire.
- Colorado principal license preferred.
- Must be qualified to evaluate certified staff.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Early Childhood Education Director	060508

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Educational Diagnostician	Varies	1719ED
	Secretary	2	1320

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist director with budget development and staffing levels.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	