

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FDLRS CHILD FIND SPECIALIST

SALARY SCHEDULE: Instructional (10 months) Instructional Salary Schedule

COST CENTER: Pupil Support Services 9051

QUALIFICATIONS:

- (1) Florida Teaching Certificate in the areas of exceptional student education required.
- (2) Master's Degree is required in one of these areas: Early Childhood Education, Elementary Education, Exceptional Student Education, or Speech Pathology. Bilingual/bicultural preferred.
- (3) Experience in working with students with disabilities and their parents.
- (4) Knowledge and skills related to compliance with applicable policies and laws of Special Education.
- (5) Minimum of three (3) years successful teaching experience.
- (6) Experienced in adult training.

KNOWLEDGE, SKILLS AND ABILITIES - Individual demonstrates:

Demonstrates the ability to work cooperatively with parents, the school districts and agencies in providing current screening and assessment tools and practices to exceptional students. Demonstrates the ability to work with children and groups. Demonstrates the 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, issues related to exceptional education curriculum and instructional techniques, and rules and regulations. Knowledge of child development and school readiness. Knowledge of and ability to use student database systems and other 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 and FDLRS services. Ability to conduct/coordinate in-service trainings and workshops relating to special needs for parents and providers of early childhood programs and services. Ability to organize, conduct and facilitate meetings, to provide conflict resolutions, to communicate, plan and disseminate precise information and interpretation of technical issues related to FDLRS. Knowledge of rules, regulations, statutes, policies, special programs, and procedures affecting disable individuals on a federal, state or local level.

REPORTS TO:

Applicable: District FDLRS Supervisor/ District Pupil Support Supervisor/ Executive Director of Pupil Support Services

JOB GOAL

To provide assistance in locating and identifying children with special needs and in planning appropriate education programs while providing support to these children's parents.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Promote general public awareness of programs and services available for children and youth who have or are at risk of developing disabilities.

FDLRS CHILD FIND CONSUNTANT continued

- * (2) Help hard-to-reach populations and potential referral sources to know about child find services by serving as a central point of information by receiving referrals, providing information, and directing inquiries to appropriate service providers.
- * (3) Assist with screening children and youth to determine the need for formal evaluation.
- * (4) Assist appropriate service providers with evaluation of potentially eligible children and youth, through brokering, coordination, training and support.
- * (5) Facilitate service planning and initiation through tracking potentially eligible children and youth and providing service coordination as they progress through the continuum from identification to placement.
- * (6) Conduct case management and service planning activities to ensure that the child and family are linked to the local school district/other community agencies and organizations that can meet their identified needs, that plans are made to deliver the needed services, and that service are scheduled.
- * (7) Conduct / coordinate awareness and outreach activities to ensure that the general public, education and related services personnel, and special needs (culturally and geographically diverse) 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) to maintain, update and disseminate information on children from birth to age five and their families in need of support services to enhance individualized service coordination and interagency planning.
- * (9) Conduct / coordinate in-service training and workshops for parents, district staff, child care providers, and agency personnel concerning child development, special needs, parent/professional communication, assessment and other subject areas as requested.
- * (10) Facilitate inter/intra-agency agreements and services, including transitions services, for identified children, through networking with agencies, organizations, service providers, parent groups, special project, and other appropriate groups.
- * (11) Establish rapport and maintain effective communication and coordination among schools, parents, support groups, agencies, DOE, ICCS, and other programs/individuals that may provide services to children with special needs and their families.
- * (12) Develop partnership between families and professionals to allow for shared responsibility to improve the education of exceptional students, and service as a liaison between Districts, parents groups.
- * (13) Participate on inter/intra-agency councils, school readiness coalitions, task forces, workgroups, advisory committees, and others, concerning services to special needs children and their families.
- * (14) Coordinate with regional and statewide Child Find staff.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure environment.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school matters.

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approval compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 03

* Essential Performance Responsibilities