

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Child Find Specialist

**EMPLOYEE CATEGORY:** 4/Instructional Specialist

### **QUALIFICATIONS:**

- (1) Bachelor degree or higher in Psychology Social Work, or Child Development, or Early Childhood Education.
- (2) Certifications by DOE or licensed by appropriate State agency preferred.

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

Knowledge of laws, rules, and policies relating to exceptional student education and the Individual with Disabilities Education Act (IDEA). Communication skills of listening, speaking and writing. Technical knowledge and skills to operate computer, enter data, analyze and process information. Knowledge of diagnostic testing and personality profiling.

**REPORTS TO:** Executive Director of Student Services and Exceptional Student Services

### **JOB GOAL**

To locate children who are eligible for services under the Individual with Disabilities Education Act (IDEA) and link them with needed services.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Promote general public awareness of programs and services available for children and youth who have or are at risk of developing disabilities.
2. Develop methods to reach hard-to-reach populations with the information about child find services.
3. Serve as a central point of information by receiving referrals, providing information and inquires to appropriate service providers.
4. Assist with the screening of children and youth to determine the need for formal evaluation.

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

5. Assist appropriate service providers with evaluation of potentially eligible children through brokering, coordination, training or support.
6. Facilitate service planning by tracking potentially eligible children and youth.
7. Provide service coordination from identification to placement.

#### **Employee Qualities/Responsibilities**

8. Assist in collaborative transition planning for children ready to change service providers.

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9. Serve as a mentor for parents in establishing effective partnerships between the patient and service agency.

**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:** 10 Month (with license or teaching certificate)

Salary and benefits shall be paid consistent with the District's approved compensation plan.

**EVALUATION:** Annually by designated administrator

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

**SALARY ITEM NUMBER:** 1 or as determined by contract