

CHILD FIND AND EARLY CHILDHOOD SPECIALIST

Job Title:	Child Find and Early Childhood Specialist
Initial:	December 13, 2018
Revised:	June 13, 2023
Work Year:	197 Days
Office:	Education
Department:	Individualized Education/ Early Childhood Education
Reports To:	Coordinator of Early Childhood Education
FLSA Status:	Exempt
Pay Range:	Licensed Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Child Find and Early Childhood Specialist (CF-ECS) provides support to the leadership in the implementation of the Child Find process required under IDEA. The CF-ECS supports the eligibility determination and initial evaluation for 3 to 5-year-olds along with the Child Find team and/or classroom teachers. Develops and promotes good relationships among the school and the community, especially the Early Childhood Education programs. Consults and collaborates with multi-disciplinary teams to develop an Individualized Education Program (IEP). The CF-ECS assists the Early Childhood Education programs during times of increased enrollment, transitions, resignations, and other unique situations where an additional ECSE would benefit the learning of preschoolers.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assists with the facilitation, scheduling, assessment, and completion of initial IEP evaluations for 3 to 5-year-olds as required by the Child Find process
- Creates and completes IEPs as assigned
- Collaborates with team members on assessments and placement with consideration of programming
- Observes referred child in preschool, when needed, as part of the evaluation
- Coordinates and completes summer evaluations as assigned by the Child Find Coordinator
- Collaborates with community partners on referral review and continuation of the Child Find process as assigned by the Child Find Coordinator
- Provides coaching and support to ECE/ECSE teachers to support programming needs of students on IEPs

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Provides itinerant early childhood special education services when needed
 - Coordinates with The Resource Exchange (TRE) Part C Partners by attending TRE transition meetings and quarterly TRE meetings as assigned by the Child Find Coordinator
 - Collaborates and assists TRE with Part C to Part B transfers as assigned by the Child Find Coordinator
 - Attends Early Childhood Education Professional Learning Community meetings
 - Assists with early childhood education program applications and placements as needed
 - Provides data and other information regarding Child Find when requested
 - Collaborates with the Coordinator of Early Childhood Education to support of early childhood programs
 - Supports Early Childhood Special Educators with services, evaluations, etc. as requested by the Coordinator of Early Childhood Education
 - Supports early childhood programs for a teacher's absence when needed and not in conflict with Child Find activities
 - Maintains DHS licensing requirements for self and programs
 - Performs other related duties as assigned

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree in Early Childhood Education with an endorsement in Early Childhood Special Education required
- Master's degree in Early Childhood Special Education preferred
- Large Center Director Qualification (required)

Experience:

- Two years of experience working with Early Childhood Special Education preferred

Knowledge Skills & Abilities:

- Knowledge and understanding of Child Find requirements and processes
- Knowledge and understanding of DHS licensing requirements
- Excellent oral and written communication and interpersonal relation skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Basic math and accounting skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to defuse and manage volatile and stressful situations

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- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, Power Point, and Google Workspace

Certificates, Licenses, & Registrations:

- Valid Colorado license endorsed in the area of Early Childhood Special Education
- Criminal background check (CBI/FBI/Child Welfare checks) and out of state background checks (if applicable) required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is required to stand; walk; climb or balance; stoop, kneel, crouch, crawl and sit with students at their level (table and floor). The employee must frequently lift and/or carry up to 40 pounds. The employee must be able to move quickly.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The employee will be required to transport themselves to various locations within the district.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. The employee is occasionally required to compile, copy, compute and negotiate. The employee must be able to identify and react quickly to situations.