

## **DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION**

**Job Title:** Child Find Specialist  
**Job Family:** Student Service Provider  
**Department:** Student Services  
**Typical Work Year:** 187 Days – Calendar to be set with supervisor

**Pay Grade:** Student Service Provider Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** December 12, 2016

**SUMMARY:** The function of the Early Childhood TOSA is to facilitate the identification and placement of your children with disabilities. Early Childhood TOSA activities will support the screening, evaluation and support of appropriate IFSP's for eligible infants, toddlers and young children ages birth to 3; and the evaluation, placement and support of appropriate preschool services for eligible children, ages 3 to 5.

**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.*

- Lead the Child Find Process to include processing referrals, participating in evaluation oversight, and locating appropriate settings for the provision of FAOE for young children,
- Respond within appropriate time limits to all Part C and B referrals.
- Maintain communication with preschool providers in the area to locate preschool settings for children in preschools, and provide consultation to all providers at preschool sites where children with disabilities are or will be enrolled.
- Serve on appropriate boards (Early Childhood Council, Colorado Preschool Program, Early Intervention Colorado, SJ Kids, and other advisory boards/committees), as time allows, as a representative of Durango 9R.
- Plan and supervise community screenings and/or public awareness activities for children, birth to five years of age, in the San Juan BOCES member school districts.
- Assist in facilitating the development of Memorandum of Understandings (MOU) with community partners.
- Collaborate with service providers, teachers, administrators on a regular basis to ensure procedures and processes are aligned in the district.
- Provide professional development.
- Perform other duties as assigned.

**EDUCATION AND TRAINING:** Bachelor's degree in Early Childhood Development or related field required.

**EXPERIENCE:** Experience in working with infant, toddlers, and preschool children with disabilities.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid driver's license required. Colorado Department of Education Early Childhood Special Education License.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to develop and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Ability to promote and follow Board of Education and District Policies, Superintendent's policies and building/department procedures.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment
- Microsoft Office applications

- Student Information Systems

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports:** Director of Exceptional Student Services

**Direct Reports:** None

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** None

**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			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		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			
	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			
	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			
	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			

