

**THE SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**EARLY CHILDHOOD COMPREHENSIVE SERVICES SPECIALIST**

**QUALIFICATIONS:**

- (1) BS degree from an accredited educational institution
- (2) Certified by the State of Florida in the appropriate areas
- (3) Minimum of five (5) years successful experience in the appropriate area

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with birth to age 5 students and their families. Knowledge of the various services available to qualified families and ability to facilitate access to these services. Ability to work cooperatively with other staff, agencies, and individuals for maximizing services and program effectiveness. Knowledge of applicable federal, state, and local laws and rules related to areas of assignment. Demonstrated written and oral communication skills. Ability to plan and organize for effective outcomes. Ability to collect, analyze, and interpret data and maintain accurate records and appropriate documentation of program implementation requirements.

**REPORTS TO:**

Principal and/or Early Childhood Program Manager

**JOB GOAL**

To assist in the planning, implementation, and coordination of an effective Early Childhood Program within prescribed guidelines.

**SUPERVISES:**

N/A

**Performance Responsibilities:**

Note: Early Childhood Comprehensive Services Specialists will be assigned various functions, therefore, specific duties may vary according to assignment.

- 1. Identify and facilitate appropriate family and health services for Early Childhood students and families.

2. Work with interagency service groups to identify gaps in services and facilitate maximum delivery of needed services.
3. Facilitate effective communication between the school and families to enhance understanding and participation in the program.
4. Conduct home visits to identify needs and establish communication between the home and school.
5. Coordinate required parent conferences, staffings and Parents Center Meetings and activities.
6. Work with Early Childhood staff in program planning and assessing students' needs.
7. Assist in planning, implementing and monitoring program areas for Early Childhood students and families.
8. Assist school staffs in the collection and analysis of data for assessment, evaluation and decision-making.
9. Assist with recruitment and enrollment of Early Childhood students.
10. Provide assistance in selecting and ordering supplies for the program.
11. Identify ancillary services available for students needing assistance.
12. Maintain appropriate confidentiality of records.
13. Follow up schedules and other activities planned with families.
14. Maintain appropriate records and prepare reports as required.
15. Provide training and technical assistance for staff.
16. Perform other incidental tasks consistent with the goals and objective of this position.
17. Other duties assigned by immediate administrator or supervisor.

**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:**

Instructional Salary Schedule

196 days

7.75 hours per day

**EVALUATION:**

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