

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

EARLY CHILDHOOD DISABILITIES/MENTAL HEALTH SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in an educational related field.
- (2) Bachelor's Degree in the area of Exceptional Student Education, Early Childhood Education, Elementary Education, or a related Social Work field.
- (3) Florida Teacher Certification in an Exceptional Student Education area required.
- (4) Documented experience working with students with disabilities in an Early Childhood or Elementary School setting, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work/counsel with preschool children and their families. Knowledge of agencies that provide services to address needs of that target group. Knowledge of testing (screening/assessment) to diagnose needs. Knowledge of Head Start mental health component requirements. Ability to manage records and use appropriate technology. Extensive knowledge of early childhood best practices. Evidence of effective decision-making and management skills.

REPORTS TO:

ESE Director
Early Childhood Director/Early Childhood Program Manager

JOB GOAL

To assist in the planning/implementation and coordination of an effective Early Childhood Program as it pertains to Disabilities and Mental Health.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Provide information/intake for all children in Jackson County who seek services prior to entrance into formal educational programs, Pre-kindergarten - Kindergarten.
- (2) Coordinate screenings for applicants to ensure proper placement and/or services.
- (3) Coordinate referrals for formal evaluation, if needed as indicated.
- (4) Coordinate mental health component of the Head Start Program.
- (5) Coordinate eligibility and Individual Education Plan / Individual Family Service Plan (IEP/IFSP) staffings for children in need of exceptional student education placement and/or services.
- (6) Other duties as assigned by the 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.

Board Approved April 20, 1998

Amendments Board Approved: April 15, 2003; January 19, 2010; January 15, 2013; April 19, 2016

EARLY CHILDHOOD SPECIALIST (Continued)

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, 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.

Note: This position is funded through Collaborative Partnership Funds, Head Start funding and Pre-K Exceptional Student Education.