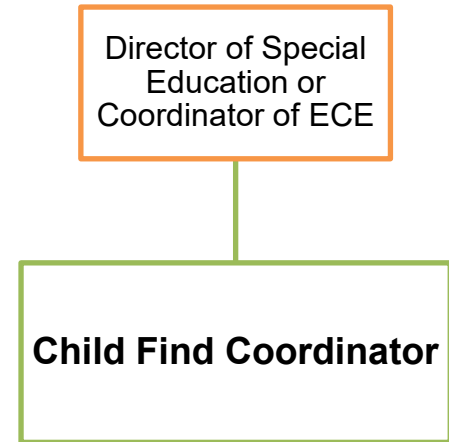


## CHILD FIND COORDINATOR

<b>Job Title:</b>	Child Find Coordinator
<b>Initial:</b>	December 13, 2018
<b>Revised:</b>	April 25, 2023
<b>Work Year:</b>	210 Days
<b>Office:</b>	Education
<b>Department:</b>	Special Education
<b>Reports To:</b>	Director of Special Education or Coordinator of Early Childhood Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Licensed Salary Schedule

**Related Organization Chart**



**POSITION SUMMARY:** The Child Find Coordinator provides leadership in the implementation of the child find process required under IDEA. The Child Find Coordinator oversees eligibility determination and initial evaluation for 3 to 5-year-olds. Collaborate with team members on assessments and placement with consideration of programming. Develop and promote good relationships among school community, especially the Early Childhood Education programs. Consult and collaborate with the multi-disciplinary team to develop an Individualized Education Program (IEP). The Child Find Coordinator fulfills responsibilities related to district and building goals and legal requirements of state and federal statutes.

**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.

- Facilitates, schedules, assesses, and completes initial IEP evaluations for 3 to 5-year-olds as required by Child Find
- Creates and completes all Child Find IEPs in collaboration with evaluating team members
- Schedules vision and hearing screenings and identified referrals as part of the evaluation
- Observes referred child in preschool, when needed, as part of the evaluation
- Coordinates and completes summer evaluations including organizing the Child Find team
- Interacts with community requests for information regarding Child Find services in the district
- Collaborates with community partners such as the Colorado Partnership for Child Development (CPCD or Head Start) on referral review and continuation of the Child Find process
- Coordinates with The Resource Exchange (TRE) Part C Partners by attending TRE transition meetings and quarterly TRE meetings

*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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- Collaborates and assists TRE with Part C to Part B transfers
  - Attends Early Childhood Education Professional Learning Community meetings
  - Provides data and other information regarding Child Find when requested
  - 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:**

- Master's degree in Early Childhood Special Education

**Experience:**

- Two years of experience working with Early Childhood Special Education preferred
- Knowledge and understanding of Child Find requirements and processes

**Knowledge Skills & Abilities:**

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

**Certificates, Licenses, & Registrations:**

- Valid Colorado license endorsed in the area of Early Childhood Special Education
- Criminal background check (CBI/FBI/TRAILS) 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; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel,

*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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crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**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. Occasionally required to compile, copy, compute and negotiate.