

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: **Child Find Coordinator**

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

“Each administrative unit shall have one person designated as the Child Find Coordinator who shall be responsible for an ongoing child identification process.” (ECES 4.01(1) This position will ensure that young children with developmental disabilities are identified and receive services as early as possible and will facilitate smooth and effective transitions between programs serving children birth to three and three to five years of age.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. College degree and appropriate certification/licensure in Special Education (required in ECEA Rule 3.04(1)(c)).
2. Knowledge of normal child development and conditions associated with developmental delays
3. Experience with children birth through five years of age
4. Competence related to family systems and cultures
5. Demonstrates leadership skills
6. Demonstrates excellent verbal and written communication skills

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Maintain a Child Find Program 12 months/year as described in CDE Publication: Guidelines for Identifying Young Children with Special Needs for Children Ages Three through Five Years Old, including:
 - a) Coordination with system and community partners
 - b) Create and/or maintain a Referral and Intake System
 - c) Manage Screening and Evaluation processes
 - d) Develop and utilize a Public Awareness Plan
 - e) Develop and Implement procedures of locating, identifying and evaluating children ages 3-21 who may have a disability under IDEA Part B
 - f) Follow all IDEA and ECEA Rules regarding related to child identification
 - g) Facilitate family engagement
 - h) Evaluate the Child Find Program regularly through a process of Continuous Quality Improvement
2. Coordinate with SLVBOCES Service Teams and administration to staff and schedule Child Find Team

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3. Work with Early intervention to maintain a smooth transition for children and families from Part C to Part B services.
4. Maintain Frontline/Electronic Records and paper records of referred children through the Child Find Process
5. Create and maintain Child Find Clinic Schedule
6. Receive referrals for all sources for children 3-21 and distribute within the BOCES system to the appropriate professionals.
7. Coordinate the Child Find team

IV. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date