

## WARREN COUNTY PUBLIC SCHOOLS

**JOB TITLE:** Child Find Coordinator Supplement **LOCATION:** Elementary School

**JOB CATEGORY:** Supplement

**PAY GRADE:** Supplemental

**FLSA:** Exempt

**IMMEDIATE SUPERVISOR:**  
Special Services Director/Special Services  
Supervisor

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Supports the transition for students from Part B to Part C services under IDEA as well as students transitioning to kindergarten.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

- Work in collaboration with schools and other stakeholders to achieve district goals
- Completes developmental evaluations of students who are referred to special education.
- Developments IEPs for student with low incidence disabilities.
- Recruit students for ECSE
- Conduct periodic home visits to assess family resources and needs
- Coordinate family events/workshops that support school goals and address key areas of focus
- Utilize data to manage family participation
- Plan and organize parent training sessions, workshops and family support services
- Work closely with identified families to ensure they receive continued support for their child's educational goals
- Inform families of community resources that could provide needed assistance
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, EDUCATION, AND ABILITIES**

- Bachelor's degree in Education or related field required
- Strong communication and interpersonal skills
- Excellent organization, planning, and human relation skills
- Must be familiar with the community and support agencies
- Must be adaptable to meet the needs of the families
- Experience working with families from diverse cultures and socio-economic backgrounds

### **SPECIAL REQUIREMENTS**

Candidate must be able to work effectively with staff members, team members, building administration, and parents and demonstrate leadership qualities. Candidate must possess good moral character.

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### **PHYSICAL DEMANDS/REQUIREMENTS**

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Frequent contact with school personnel, parents, and members of the community is required.

### **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by Special Services Director/Special Services Supervisor.