

# ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

## CHILD FIND LEAD TEACHER

**POSITION:** Child Find Lead Teacher

**REPORTS TO:** Coordinating Supervisor of Birth to Five Programs

**LOCATION:** Department of Special Education and Various Locations

### NATURE OF WORK:

The Child Find Lead Teacher is a member of the Child Find Team that is based out of the Department of Special Education. This Lead Teacher is responsible for the screening and assessment of children who have been referred to the Child Find Team by parents and outside agencies. As such, the Lead Teacher is a member of the County IEP Team in the Department of Special Education. In addition to screening and assessment, the Lead Teacher provides consultation to staff in SMCPs and community early childhood programs, monitors student progress and participates in early childhood committees.

### ESSENTIAL FUNCTIONS:

- Administer Standardized Assessments;
- Monitor and adhere to the IEP timelines;
- Conduct work in schools, homes and community-based settings;
- Serve as a community liaison for early childhood support programs including community daycares and Head Start; and
- Provide staff development to teachers and school teams as determined by the Department of Special Education.

### DUTIES AND RESPONSIBILITIES:

- Administer Early Childhood screenings and developmental assessments;
- Adhere to IEP Team timelines;
- Coach and support teachers as related to early childhood classrooms and student interventions;
- Conduct staff and parent training;
- Conduct home and community observations;
- Consult with/coach teachers and parents regarding the various aspects of early childhood development and their impact on achievement;
- Serve as a resource person to families/school personnel in the development and selection of materials to address the needs of students in the area of early childhood development;
- Maintain data on students referred to Child Find;
- Participate in IFSP/IEP team meetings for students coming through the Child Find process and transitioning from Infants and Toddlers;
- Complete transition assessments and develop IEP goals and objectives for students transitioning from the Infants and Toddlers Program; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Possess teacher certification with an endorsement in Special Education (Infant – grade 3) required;
- Dual certification in special education and general education preferred;
- Minimum 5 years successful teaching experience in special education inclusive settings;
- Knowledge of developmental milestones and characteristics of young children;
- Ability to develop and implement student programs;
- Effective oral and written language;
- Creative Problem Solving Skills; and
- Effective interpersonal and communication skills; and effective organizational skills.

**TERM OF EMPLOYMENT:**

Full-time eleven-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on EASMC salary schedule (#2) for eleven-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC

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