



SECRETARY

SECRETARY II - CHILD FIND

JOB DESCRIPTION

JOB TITLE: Secretary II - Child Find
REPORTS TO: Director of Special Education
LOCATION: ESS

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-10
DAYS: 215
JOB ID & DATE: CLS-28, October 2023

JOB PURPOSE SUMMARY

The Child Find Secretary assists in identifying and supporting children who may have developmental delays or disabilities. This role is responsible for coordinating the Child Find process, which includes the screening, evaluation, and identification of children who may require special education services. The Child Find secretary works collaboratively with educators, parents, and service providers to ensure that all children have access to appropriate educational support and services.

REQUIREMENTS

Education Level Details

High school diploma or equivalent is required.
Bachelor's degree in a relevant field, such as education, special education, or child development preferred.

License or Certification

n/a

Work Experience Required

Prior experience in early childhood education, special education, or related fields preferred.
Experience with child development and developmental screening highly preferred.

Other Skills and Abilities Required.

Strong interpersonal and communication skills to engage families, educators, and community.
Knowledge of child development, early intervention strategies, and special education services.
Understanding of the Child Find process and federal and state regulations related to early childhood special education.
Excellent organizational skills to manage the Child Find process, including screening, evaluation, and record-keeping.
Ability to work collaboratively with multidisciplinary teams, including teachers, therapists, and service providers.
Knowledge of resources and services available to support children with disabilities and their families.
Familiarity with assessment tools and procedures for evaluating children's developmental and educational needs.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Provide administrative assistance to the Child Find Coordinator and support the efficient operation of the Child Find process.
- Maintain accurate records of children's screening results, evaluations, and communication with families, ensuring the confidentiality and security of sensitive information.
- Schedule and coordinate appointments for screenings, evaluations, and meetings related to the Child Find process.
- Enter data into relevant systems and databases, including screening results and child information.
- Effectively communicate with parents, families, and service providers to relay information and facilitate the Child Find process.
- Organize and manage physical and electronic files related to Child Find, ensuring accessibility and organization.
- Assist in managing resources such as screening materials, forms, and educational materials.
- Prepare materials and logistics for Child Find meetings, including screenings, evaluations, and IEP meetings.
- Assist with outreach and awareness campaigns to inform the community about the Child Find process and available services.
- Stay informed about Child Find procedures, regulations, and best practices within early childhood special education.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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 occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

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.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____