

Developmental Screener

DEPARTMENT:	Student Services	REPORTS TO:	Coordinator of ECC Parent Education and Screening
WORK SCHEDULE:	10 year	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time/ Part Time	FLSA STATUS:	Exempt

Position Description

Provide developmental screenings for children. Administer exams and assessments for vision, dental, hearing, and nutrition. Communicate results with parents and Parents as Teachers personnel. Provide referrals as appropriate and necessary.

Task Title	Essential Job Functions	Percent of Time Spent
Screening	• Provide screening for the Parents as Teachers (ages 1-2) and DIAL R (ages 3-4) programs • Assess health history questionnaire • Administer functional eye assessments • Perform visual dental exams • Administer hearing assessments while • Calming and engage children and/or parents in the screening process	60%
Education and Consultation	• Provide education and counseling on nutrition, dental, vision, and other health related issues • Provide referrals as appropriate and necessary for physician care or further assessments • Calculate results of examinations and assessments • Communicate screening results to parents and record these results for Parents as Teachers personnel	25%
Travel	• Travel to different locations for developmental screenings and training	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A
- **Supervisory Activities:** N/A
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks.

Qualifications

Required

- **Education:** High school diploma or equivalent.
- **Licensure:** Driver's license and transportation
- **Certificates, Certifications, or Other Training:** CPR
- Able to lift and carry up to 25 pounds.

Preferred

- 1-3 years of previous work experience

Knowledge & Skills

Knowledge

- o Administrative: Administrative and office procedures, functions and basic office tasks,

Skills

Active learning, Active listening, Critical thinking, Learning strategies, Mathematics, Monitoring, Reading comprehension, Science, Speaking, Writing, Complex problem solving, Judgment and decision making.

Working Conditions

Physical Demands

Sitting, Standing, Walking, Balancing, Carrying/Lifting, Climbing, Finger Dexterity, Multi-limb coordination, Pulling/Pushing, Reaching, Repetitive motion, Hearing, Color Vision

Mental and Psychological Demands:

- *Low demands:* The job requires little mental effort and involves low levels of stress (e.g., Infrequent or no need to deal with difficult customers or manage emotions when interacting with others, works under general deadlines, no exposure to public criticism, rarely requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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