



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Teacher Resource Specialist Trainer, Child Find - FDLRS

FLSA Status: Exempt

Salary Grade, if non-union:

Pay Grade, if union: Teacher Salary Schedule

Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide assistance in locating and identifying children with special needs, referring for appropriate education and/or community programs, and facilitating appropriate service provision.

### Essential Functions of this Job

Use a variety of communication tools to ascertain the needs of early childhood providers, ESE Directors and Pre-K Coordinators, agencies, and families working with young children related to the early identification of children who are at risk of developing special or unique needs. Plan, implement and analyze the development of function activities through collaboration with FDLRS Program Administrator, advisory committees, Coordinating Council and other appropriate personnel. Locate, identify, screen and refer for evaluation all children who are at risk of disability, and who need special education/related services. Facilitate screening of children in accordance with the needs of the family by performing telephone conferences, screening at childcare centers, community settings or generally accessible locations. Conduct case management and service planning activities to ensure that the child and family are linked to the local school district and/or other community agencies and organizations. Obtain and coordinate appropriate evaluation services to facilitate/expedite referral to ESE programs. Conduct/coordinate appropriate awareness and outreach activities to ensure that the general public, school personnel, agencies, and hard-to-reach populations know that Child Find is seeking to locate and identify children and their families who are in need of screening and evaluation services. Utilize the Children's Registry and Information System (CHRIS) for child case management and to maintain, update and provide reports as needed for improved district service provision, grant activity planning, and FDOE/BEES data collection. Conduct/coordinate in-service training and workshops for parents, district staff, child care providers, and agency personnel concerning early childhood development, special needs, parent/professional communication, assessment and other subject areas as requested. Research and disseminate appropriate information on disabling conditions, community services,

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support groups, and related resources, to parents of and professionals working with children with disabilities. Facilitate inter/intra-agency agreements and services, including transition services for identified children, through networking with agencies, organizations, service providers, parent groups, special projects, and other appropriate groups. Establish rapport and maintain effective communication and collaboration among schools, parents, support groups, agencies, FDOE and related programs to allow for shared responsibility to improve the education of students with disabilities. Provide ongoing consultation and coordination to parents and families regarding securing services for their special needs child. Participate on interagency councils, early learning coalitions, task forces, workgroups and advisory committees related to early identification of and services for children who are at risk of developing special or unique needs and their families. Maintain a close working relationship with district and community personnel relative to the assigned area to ensure information exchange, coordination and support for the decision-making process and gather feedback concerning service to foster continuous quality improvement. Attend training sessions, conferences and workshops to keep abreast of current trends/practices, programs and legal issues in assigned area. Maintain expertise in assigned areas to fulfill project goals and objectives. Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas. Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the FDOE/BEES Project Tracking System and the CHRIS database. Serve as a consultant to staff members and to district, school or community personnel in the projects' service areas. Participate in the selection of up-to-date screening materials to enhance Child Find identification efforts. Assist the FDLRS Manager in accomplishing grant goals. Assist in the compliance of all local, state and federal child find initiatives, policies, laws, rules and regulations. May work evenings and/or summer hours as required by the supervisor.

#### Non-Essential Functions of this Job

Performs other duties as assigned.

#### Knowledge, Skills and Abilities:

Ability to work cooperatively with individuals and groups, including young children, parents, families, school districts and agencies. Ability to develop concepts and ideas and to relate both in oral and written form. Knowledge of current trends and research in all areas of exceptional student education, including issues related to early education programs, instructional techniques, and disabling conditions. Knowledge of child development and school readiness. Ability to use database systems, word processing and related software programs. Ability to provide consultation and advice to teachers, parents, principals and district staff on policies, procedures, rules, regulations and laws affecting Child Find services. Ability to organize, conduct and/or facilitate meetings, workshops and conferences relating to special needs for parents and providers of early childhood programs and services. Knowledge of rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, state and local level. Ability to multi-task, including maintaining screening schedule, conducting effective case management, facilitating service provision for children in the referral process and working with school districts and agencies. Must be able to work a flexible schedule to meet the needs of the position.

#### Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree is required. Master's degree and certification in Exceptional Student Education and/or early childhood education is preferred. A minimum of three years teaching experience is also required, five years preferred. Academic background or equivalent work experience in a related field is desirable. Computer proficiency.

#### Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

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Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9977

EEO5: 43

Approval Date: 2009-04-14

Date Last Revised: 2016-03-15

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*