



JOB TITLE	DEPARTMENT	REPORTS TO
Child Find Consultant Grant Funded	Florida Diagnostic Learning Resource System (FDLRS)	Administrator, FDLRS

<b>Position No:</b> 61025	<b>Length of Work Year:</b> 10, or 11 Months
<b>Salary Schedule:</b> IN10, IN11	<b>Date Approved:</b> 5/26/15
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 1/8/16

**EXCEPTIONAL STUDENT EDUCATION  
FLORIDA DIAGNOSTIC & LEARNING RESOURCES SYSTEM  
INDIAN RIVER, MARTIN, OKEECHOBEE & SAINT LUCIE COUNTIES**

**MINIMUM QUALIFICATIONS**

1. Master's Degree preferred, with a minimum of three (3) years successful teaching experience, or a Bachelor's degree with a minimum of five (5) years or more successful teaching experience.
2. Valid Florida certification in Exceptional Student Education preferred.
3. Valid Florida driver's license and reliable transportation to travel to the FDLRS Galaxy service area (Indian River, Martin and Okeechobee and St. Lucie Counties) and within the State of Florida, as necessary to perform job related activities.
4. Flexible work schedule to include nights and weekends to meet the needs of the districts and schools.
5. Proficient oral and written communication skills.
6. Ability to perform the functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of current screening and assessment tools, programs, practices and current legislation related to early childhood issues.
2. Experience with standard computer and technology, including applications to support curriculum and instruction, and ability to share expertise with others.

**DUTIES AND RESPONSIBILITIES**

1. To assist parents with needed supports to address current learning environment, instructional methodologies, and conduct presentations.
2. Use a variety of media and technology to share timely, accurate, and accessible information to conduct outreach to the community and to disseminate Child Find materials and information.
3. To provide effective explanation of screening, evaluation and eligibility results and/or processes to parents, guardians, preschools, nonpublic schools and agency or educational personnel as appropriate.
4. To determine and obtain appropriate medical, social and educational follow-up service of referred children, as appropriate.
5. To assist in the coordination and training programs of the districts' personnel serving disabled children.
6. Communicate with the parents regarding programs and services available to meet the educational, health, behavioral and mental health needs of students.
7. Collaborate and assist school districts and local Early Steps in the implementation of smooth and timely transition from Part C to Part B.

8. Timely entering of data into the Children's Registry and Information System (CHRIS) and generate reports.
9. Collaboration with Early Childhood partners including the Interagency Council in order to provide families in need of community services with referrals to available resources and discuss pre-school issues.
10. To maintain accurate and current data related to preschool services for preschool children.
11. Collaboration with school districts and local Early Steps in the implementation of child outcomes measurement system.
12. Coordination of training opportunities (may include development of support materials) related to child development and developmental appropriate practices.
13. To perform the functions of FDLRS parent services as assigned.
14. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
15. To perform such other tasks and assume such other responsibilities as the Administrator of Florida Diagnostic and Learning Resources may assign.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.