



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Child Find Support Specialist	FDLRS	Department Administrator

<b>Position No:</b> 61089	<b>Length of Work Year:</b> 10 or 11 Months
<b>Salary Schedule:</b> C07, C13	<b>Date Approved:</b> 2/10/04
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 7/24/18

<b>JOB GOAL</b>
To perform data entry, support duties and various complex tasks, which may require independent decision-making and action in accordance with organizational policies and practices.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. A minimum of two years of secretarial and/or clerical experience or an equivalent combination of training and experience.</li> <li>3. Knowledge of office practices and procedures, database software, mathematics, grammar, spelling, and Business English.</li> <li>4. General office skills, word processing and data entry proficiency tests.</li> <li>5. T.A.B.E. test or successful completion of one (1) year college work.</li> <li>6. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To take referrals from parents and other referral sources, give information, and take messages.</li> <li>2. To maintain screening calendars, schedule appointments, prepare folders for upcoming appointments, and maintain children's files.</li> <li>3. Enter data into the Children's Registry and Information System (CHRIS), which is the statewide Child Find tracking database. The individual in this position will:             <ul style="list-style-type: none"> <li>• Enter demographic and referral information</li> <li>• Enter screening results and referral to ESE</li> <li>• Enter evaluation results</li> <li>• Enter staffing, placement and eligibility information</li> <li>• Enter closure information</li> <li>• Back up CHRIS daily</li> </ul> </li> <li>4. To type correspondence to parents regarding screening, evaluation and other follow-up activities as needed.</li> <li>5. To keep CHRIS records, prepare summaries and submit reports to the University of Miami and the Bureau of Instructional Support and Community Services (BISCS) as well as to local administration and Child Find personnel upon request.</li> <li>6. To assist in training new and back-up CHRIS users.</li> <li>7. To assist Child Find Consultants with projects and screening activities when appropriate.</li> <li>8. To maintain accurate mailing lists and distribute mailings/bulletins and notices when appropriate.</li> <li>9. To provide information regarding student records to other offices, parents and professionals complying with laws of confidentiality.</li> <li>10. To serve as CHRIS defined DBA (Database Administrator).</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> </ol>

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| 12. To perform assigned tasks with a high standard of quality.<br>13. To perform other duties as assigned by the supervisor/administrator. |
| <b>PHYSICAL DEMAND CLASS:</b>  |
| Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required. |