

## **Special Education Early Childhood/Child Find Services Coordinator**

### **Required Qualifications:**

- MSDE Administrator I Certificate.
- Master's degree in special education or related field.
- Minimum of five (5) years successful teaching experience working with students with disabilities.
- Experience in working with pre-kindergarten students and early intervention programs.
- Knowledge of mandated early childhood assessment systems.
- Demonstrated success in supervisory or leadership activities.
- Knowledge of federal and state laws regulating special education.
- Outstanding communication and interpersonal skills with students, parents, colleagues and community members.
- Demonstrated outstanding written and oral communication skills.
- Demonstrated ability to relate well to students, parents and colleagues.
- Regular and predictable attendance.

### **Preferred Qualifications:**

- Experience as IEP chairperson.
- Experience with grant writing, reporting, and implementation.
- Knowledge/experience with the use of technology.
- Familiarity with the FCPS policies, goals and programs.

### **Essential Functions:**

**The Early Childhood/Child Find Services Coordinator has the primary responsibility of improving instructional practices at the prekindergarten/kindergarten level and overseeing Child Find programs associated with prekindergarten and parentally placed private school students. The coordinator monitors special education prekindergarten enrollment and program effectiveness to enhance the academic, functional, and social lives of children. Reporting directly to the Special Education Supervisor of Elementary Instruction, the Early Childhood/Child Find Services Coordinator for Special Education performs the following duties:**

#### **Monitors early childhood special education program implementation.**

- Assists principals and school staff in effecting curriculum improvements for special education pre-kindergarten students.
- Monitors the implementation of special education pre-k instructional programs to assure consistency across schools, articulation among schools, and compliance with state and federal laws and regulations.
- Assists in determining program needs.
- Monitors the use of instructional materials and practices.
- Collaborates with other FCPS departments to review and implement newly developed programs.

#### **Assists in supervising and evaluating special education instructional personnel.**

- Supervises and evaluates staff working with special education pre-k, the Infants and Toddlers Program, Child Find, and special education teacher specialists.
- Assists principals in the observation and evaluation of prekindergarten instructional staff.

#### **Supports the Implementation of IEP Process and Procedures.**

- Participates in the Individualized Education Program (IEP) process.
  - Serves as a member of IEP Teams, as appropriate.
  - Serves as County IEP Team member, as appropriate.
  - Reviews referrals from schools for CIEP.
- Assists in the collection and analysis of student data to drive instructional programming and provision of Least Restrictive Environment.

**Supports the School-Age Child Find Process.**

- Assists Child Find and school-based teams in the determination of location, screening, identification, and student placement procedures.
- Serves as liaison with other public and private agencies and schools providing professional development regarding students with disabilities.
- Oversees implementation of services for parentally placed private school students identified with a disability.

**Performs related work as required or other duties as assigned by the Elementary Supervisor of Instructional Programs for Special Education.**

**Capable of performing the essential functions of the position with or without reasonable accommodations.**

**Salary:**

- **Administrative & Supervisory Salary Scale, Grade 1, 12-month position, \$65,065 - \$118,275**

FREDERICK COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER