

**LAKEVILLE AREA PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE:	Early Childhood Screening (ECS) Screener	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Early Childhood - Crystal Lake Education Center	POSITION CLASSIFICATION: Casual
TITLE OF IMMEDIATE SUPERVISOR	Administrator of Early Learning	BARGAINING UNIT: NA

POSITION SUMMARY: This position is responsible for the developmental screening of young children in accordance with Minnesota Department of Education guidelines and State of Minnesota Statutes and Rules through the Early Childhood Screening program. The position screens children ages 3-5, working closely with families and district staff to determine developmental needs of the child. Early Childhood Screening is required by the State of Minnesota for entrance to kindergarten, school-based early education programs, Parent Aware rated community preschools and child care settings.

The position is casual and can be flexibly scheduled to meet needs of the program and families as well as the applicant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provide an assessment of a child's development; fine and gross motor skills, speech and language, social-emotional and cognitive skills using standardized instruments allowed by the Minnesota Department of Education and provided by the school district.
2. Provide an assessment of child's health; review child and family health history, measure weight and height, conduct vision and hearing screening.
3. Participate in required screening training.
4. Document results of assessments/screening and discuss the results with parents during the summary interview.
5. Determine referral status of child/family to district or community services as needed.
6. Conduct screening and conduct summary conference with the assistance of an interpreter when preferred language of family is other than English.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Potential for some travel to local sites for screening (childcare centers, library, etc.)
2. Other duties as assigned by supervisor.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Current Minnesota license, or an individual who has training that is similar to: Early Childhood Teacher, School Psychologist, Kindergarten Teacher, Parent Educator, Early Childhood Special Education, are the preferred licensure areas. Also considered is a current nursing license.
2. Experience working with young children and their families.
3. Experience with the assessment of young children; use of observation and use of standardized assessment instruments.
4. Experience working effectively with culturally and ethnically diverse populations.
5. Excellent oral and written communication skills.
6. Understanding of E-12 Educational System.
7. Computer skills: Google platforms; Word Processing & Spreadsheet.
8. Ability for directed and independent work.
9. Excellent customer service skills

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

DATE: 3-2-24