



NORTH FLORIDA CHILD DEVELOPMENT, INC. Job Description

Position: ERSEA and Disabilities Specialist

Reports To: Chief Operating Officer

Status: Exempt

General Description: To apply professional expertise and oversight in the fields of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and Disability components; ensuring that NFCD complies with all regulations per applicable Federal, State, and local regulations. Responsible for providing training and technical assistance to staff regarding ERSEA and children's development and special needs, ensuring appropriate implementation of strategies and interventions in the classroom for children with suspected or diagnosed disabilities, including children receiving services from other community partners and children with IEP/IFCP.

Contingency: Employment with the NFCD is contingent upon an annual appropriation by the Legislature, federal funding, and successful implementation of job responsibilities, as measured by performance-based evaluations. In the event the federal, state, and/or local funds upon which employment is dependent are withdrawn or redirected, employment may be terminated and NFCD shall have no further liability to the employee beyond that already incurred prior to the termination date. NFCD is an at-will company.

Please note that NFCD's Human Resource Policies and Procedures are neither a contract of employment nor a legal document.

A. Essential Duties and Responsibilities: (Other duties/responsibilities may be assigned) - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide regular site visits to all NFCD's locations to monitor ERSEA, environments, disabilities services, screening and assessments;
- Collaborate with school districts LEA's and Community Partners in developing transition plans, facilitating transportation services, recruitment and enrollment, monitoring of all component services and other duties as needed.
- Provides collaborating agencies with regular reports concerning ERSEA, screening, assessments, referrals, and children with IFSP.

- Coordinates and participates in the screening process, including early screening and throughout the school year. Ensures accurately screening result data into ChildPlus.net.
- Attends parent conferences to discuss screening results and requests consent for intervention in the classroom and/or consent for a referral made to Child Find/FDLRS/LEA for further evaluations to be completed.
- Participates in case review meeting to discuss children with concerns, screening results, and to determine if tier services and/or a referral to Child Find/FDLRS is appropriate.
- Provides information to parents regarding parents' rights under due process, procedural safeguards, Child Find/FDLRS, school district ESE continuum of services and offers resources and materials regarding disability services.
- Provides parent support and offers written strategies and/or interventions for home.
- Plans and facilitates regular meetings of the ERSEA Committee.
- Responsible for maintaining 100% enrollment during the school year, at all agency locations.
- Monitors case notes in ChildPlus.net and ensures that the disability and ERSEA sections of the family and educational file is updated and complete.
- Facilitates the completion of the referral packet for Child Find/FDLRS/LEA referrals.
- Attends, staff/parent SDT as needed.
- Collaborates and consults with teaching staff, conducts classroom observations, monitoring, modeling, and tracks progress for children receiving disability services.
- Assists classroom teacher with implementation of LEA IEP's and Part C IFSP's and develops appropriate activities to supplement lesson plans to meet children's needs.
- Assists classroom teacher in providing home activities for parents to stimulate children's development, as related to the child's developmental concerns.
- Reviews Individualization Plans in the classrooms for children receiving disability services to ensure plans are appropriate and adequate.
- Attends disability services meetings as requested or approved by supervisor.
- Coordinate when supplies, materials and/or equipment is needed to meet the special needs of children.
- Assists in or leads parent and staff trainings.
- Actively participates in center/classroom activities, parent meetings and annual parent activities as requested.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
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- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the NFCD programs.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance NFCD programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Submits reports, documents, and files as directed.

- Uses and follows the policies/procedures of NFCD, federal, state and local regulations/laws, and federal regulations/laws including the NFCD Performance Standards, applicable transmittal notices, and other administrative orders/directions.

B. Education:

- Bachelor's or advanced degree in Early Intervention or Early Child Development /Education OR Bachelor or advanced degree and coursework equivalent (36 hours) to a major relating to early childhood education.
- Two (2) years of professional (practicum) experience in the specialty areas of child development, early child education, and/or disabilities services.

C. Qualifications:

- * Three Years of experience in special education programs working with children with special needs, preferably in preschool or primary settings.
- * Must meet all requirements, as mandated by local licensing authority
- * Initial health examination and a periodic re-examination that includes screeners or test for communicable diseases.
- * Must pass all criminal background and reference checks (including child abuse/sex offender).
- * Must clear a Drug Screen test.

D. Skills and Abilities:

- The ability to communicate effectively with families, NFCD staff, consultants, volunteers, and community professionals.
- Must have strong organizational skills. Ability to effectively organize multiple tasks and projects simultaneously.
- Ability to work flexible hours.
- Ability to work well with diverse service population.
- Ability to relate to people in a positive manner.
- Facilitate on-going connections with community services.
- Ability to meet deadlines.
- Ability to follow instructions and comply with policies and procedures.
- Collaborate with program staff to locate and refer families to appropriate community services as needed.
- Provide education, training opportunities, and promote positive relationship building for all participants and their families.
- Requires knowledge and experience in information processes and systems along with the knowledge of IDEA, childcare regulations, policy and procedure compliance.
- Advance computer literacy including but not limited to: database management, spreadsheet, word processing, internet, and email.
- Excellent communication skills both written and verbal.
- Excellent diagnostic and problem solving skills.

- Training and training development ability for small and large groups.
- Knowledge of Head Start Performance Standards, philosophy and mission desirable

E. Physical Demands

- * Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
- * Regular sitting, working at computer keyboard and desk, standing to file miscellaneous documents in filing cabinet.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and /or abilities. To perform this job successfully, the employee must possess the abilities or aptitude to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee’s Signature

Date

Supervisor’s Signature

Date