



JOB DESCRIPTION

Job Title: **Early Childhood Screening Specialist**

Reports to: Inclusion Services Manager

Supervises: No

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting salary-\$20.30 per hour

Position Summary:

The Early Childhood Screening Specialist plays a vital role in conducting developmental screens and assessments, coordinating special education processes, and ensuring compliance with regulatory requirements. This position involves collaborating with families, childcare providers, and community partners to support the early development and education of children.

Essential Job Functions:

Implementation of Processes

- Implement all required rules, regulations, policies, and procedures related to screening children enrolled in the School Readiness program.
- Update and maintain data records for each child and family using the statewide information system.
- Stay updated on School Readiness, VPK, Florida Statutes, and other relevant guidance and requirements.
- Plan and implement efficient systems to facilitate screening services.
- Provide assistance to parents and providers in completing the screening process and reporting ASQ results.
- Collect data, complete programmatic reports, and track client concerns.

Essential Functions and Duties:

- Conduct developmental screens and assessments in accordance with approved programs of study.
- Participate in identification, assessment, and development of Individualized Education Programs (IEP) or Individualized Family Service Plans (IFSP) for eligible students.
- Maintain student records regarding referral, screening, evaluation, and placements in compliance with district, state, and federal requirements.
- Case manage student Individual Education Programs (IEP) to meet specialized needs of students with disabilities, when necessary.

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- Coordinate special education documentation processes including referral, evaluation, IEP development, and implementation, adhering to district, state, and federal requirements including timelines.
- Conduct parent interviews and communicate with parents to inform them of their child's development and activities to promote growth.
- Implement specialized instruction utilizing researched strategies and interventions based on the needs of the students, when necessary.
- Participate in Individual Education Program (IEP) meetings and communicate with parents on a routine basis, keeping them informed of their child's progress in compliance with district procedures, when necessary.
- Utilize techniques consistent with research on characteristics of effective instruction and evaluation procedures.
- Demonstrate excellent time management and organizational skills.
- Participate in Professional Growth Opportunities and Demonstrate Professionalism:
- Engage in ongoing professional growth.
- Communicate effectively and professionally with colleagues, parents, and students.
- Provide for the well-being, health, and safety of all students.
- Maintain the confidentiality of students and their families.
- Perform other duties as assigned by supervisors.

Customer Service Support

- Provide exemplary customer service to parents, caregivers, and other stakeholders, addressing inquiries and concerns in a professional and timely manner.
- Assist families in navigating the screening process, providing clear explanations and guidance as needed.
- Maintain a welcoming and supportive environment during parent interviews, ensuring families feel valued and respected.
- Collaborate with community partners to enhance support services and resources available to families.
- Serve as a liaison between families and other service providers, facilitating communication and coordination of care when necessary.
- Continuously seek opportunities to improve the customer service experience and implement feedback-driven enhancements.
- Ensure all interactions with families and stakeholders uphold the organization's values of empathy, responsiveness, and inclusivity.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Communication-** Be able to communicate clearly, both oral and written. Obtain clarification of details when necessary and effectively prepare and read written information.
- **Teamwork-** Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- **Analytical-** Synthesizes complex or diverse information; Collects and researches data; uses intuition and experience to complement data; Designs workflows and procedures.

Qualifications:

- Successful completion of background screening and drug screening required.
- Possession of a valid Florida Driver's License with ability to travel to off-site locations, if required.
- Ability to work in a fast-paced environment with creativity and enthusiasm.
- Excellent oral and written communication skills.
- Skills in human relations, leadership, and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students.
- Demonstrated skills in computer word processing, spreadsheets, and databases.
- Knowledge in implementation of IEP processes and special education law.
- Training in delivery of standardized assessments and interpretation of assessment results.
- Proficiency in English language, both oral and written.
- Customer service-oriented mindset with a focus on empathy and responsiveness.
- Achievement and maintenance of CCR&R certification within four months of employment.
- Comfortable with remote work arrangements.
- Willingness to engage with children aged birth to five years at community and volunteer events.
- This job may require remote work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.
- This job requires interaction with children birth to five years of age at coalition community and volunteer events.

Education and Experience:

- Bachelor's degree in Education, Child Development, Social Work, or related field with a minimum of three to five years related experience.
- Experience working in at-risk communities with families with diverse and significant needs.

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(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)
