**Staff Specialist - Child Find**

Child Find is a system for identifying children suspected of having a delay in development. Under the Coordinator of Early Learning Programs, the Staff Specialist - Child Find manages the intake process; enters information into student management systems; ensures compliance of federally mandated timelines by central-based and school-based IEP teams; follows up, as appropriate, with IEP Chairs, Coordinators, Principals, and other relevant staff to ensure compliance of the Child Find age 3-21 process; maintains accurate and precise records.

**Essential Functions**

- Supports the coordination of the Child Find process for children and young adults ages 3-21.
- Provides technical support to the Child Find district-based IEP team and school-based IEP teams in the determination of location, screening, identification, and student placement procedures.
- Facilitates and responds to the need for information from the community regarding Child Find services in the district, including responding to parent questions about Child Find processes and procedures, and fostering the first steps of partnership with families.
- Develops and implements a marketing plan for public awareness.
- Develops and implements community referral procedures.
- Establish and maintain a proactive, ongoing, community screening process.
- Ensures the development and implementation of a process for evaluating the effectiveness of the entire child identification process including determination of meaningful data to be collected, collection and analysis of data, and identification of strategies to make changes as evaluation outcomes indicates.
- Represents City Schools in relevant internal and external meetings.
- Prepares and maintains files to ensure compliance of State and Federal regulations.
- Communicates with area agencies on the referral of children to the program.
- Provides professional development to City Schools' staff about the Child Find process.
- Establishes and maintains positive professional relationships with principals, assistant principals, IEP Chairs, district office staff, and outside agencies necessary for the performance of Child Find duties.
- Creation of Child Find, Age 3-21 Standard Operating Procedures in conjunction with Office of Special Education.
- Maintains knowledge of relevant policies and procedures as they pertain to Child Find changes or services available to City Schools.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies, follows federal laws, state laws, school board policies and the professional standards.

**COMPETENCIES**
Customer Focus - Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.

Interpersonal Skills - Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.

Managing Relationships - Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.

Functional/Technical Skills - Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

Maximum Salary $89405.00
Minimum Salary $72252.00

Desired Qualifications

- Bachelor's degree in education, special education, early childhood, or a related field. Master's degree preferred. Degree(s) must be from an accredited college or institution.
- Knowledge of federal and state laws regulating special education
- Proficient in Infinite Campus student management system and Maryland Online IEP system.
- One to three years' experience working in a public-school system, preferably in an urban setting.
- Understanding of the implications of disabilities or impairments for educational setting and instruction.
- Experience working in a multicultural environment/urban setting preferred.
- Excellent oral and written communications skills, including the ability to effectively communicate with parents, colleagues, community members, and City Schools' staff.
- Commitment to educational equity.
- Proficient in the knowledge and use of technical computer applications including Microsoft Office applications: Word, Excel, and PowerPoint.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.