

**Roswell Independent School District
Job Description**

Job Title: CHILD FIND SECRETARY

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES / DIRECTOR FOR SPECIAL SERVICES

General Job Description:

Working under general supervision, provide general secretarial support for PreK related to Child Find district wide. Greet and assist parents with the completion of paperwork needed prior to the student being evaluated.

Essential Duties and Responsibilities:

1. Coordinate with Family/Infant/Toddler (FIT) providers to receive information in a timely manner.
2. Schedule transition meetings with FIT providers within proper time limits.
3. Maintain an ongoing list of potential Child Find candidates.
4. Prepare schedules for Child Find events.
5. Contact parents as needed for Child Find.
6. Schedule testing in collaboration with diagnostician, service providers (Speech, OT, PT, and Nurse) for all students who require testing (Child Find, MECA, Los Pasitos and occasionally other referrals).
7. Ensure required paperwork is properly presented/completed and in file. (Birth certificate information, shot records, vision/hearing screening, Permission to Test, transition files and forms, notification from examiners that testing is complete).
8. Send proper information to School Secretary to enter into PowerSchool and Principal to assign Case Manager.
9. Contact Case Manager who has been assigned to student and require signature prior to release of file.
10. Send final information to School Secretary to prepare Permanent Folder.
11. Maintain a working list of all students in transition, testing and IEP meeting preparation process with relevant information.
12. Maintain calendar for testing and meetings.
13. Meet with Assessment Team weekly to staff on students.
14. Serve as liaison between all parties during testing and report preparation through initial IEP meetings.
15. Provide information to Special Education Director and staff as needed.
16. Maintain confidentiality with sensitive matters.
17. Maintain accurate and detailed records.
18. Report to work on time and work no less than 7 hours per day.
19. Perform any other tasks as may be deemed appropriate and necessary by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED.
2. Two years' experience in a clerical position, at least one of which should have been in an educational environment.
3. Valid Driver's license and Car Insurance if traveling from site to site.
4. Demonstrate knowledge of basic office procedures, skill of computer function, and operations.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

CHILD FIND SECRETARY (CONT'D)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date