



NEW:
07/12/2004

JOB TITLE:	FAMILY SERVICE FACILITATOR EC SPECIAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4175
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists district staff in the implementation of consistent and appropriate ECE instructional programs; conducts family social-educational evaluations; participates in prereferral, referral, assessment, placement, and follow-up activities; assists families in accessing community resources; assists the Director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for district, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs between home and public school placement
- Assists in the development and implementation of instructional alternatives/ intervention techniques for students identified as having difficulty
- Conducts home visits and assists in the completion of social-educational evaluations for the purpose of gathering information germane to the placement and appropriate delivery of services to 3- to 5-year-old children with special needs, as well as the facilitation of school-home collaboration
- Conducts screenings and behavior observation for 3- to 5-year-old children suspected of needing special education
- Writes evaluation reports and completes social developmental histories on those children tested
- Assists the Admissions/Release Committees in interpreting educational and social-educational assessments results, developing the individual education program, and determining appropriate placement as needed
- Conducts in-service activities for school personnel, district staff, and community groups
- Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the ECE Early Childhood Program
- Coordinates school and community resources and facilitates interagency services to families of preschool-aged children with special needs
- Performs other duties as by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

- Kentucky Department of Education certification
- Masters in Social Work from an accredited school
- Two (2) years of successful experience with children and families, not necessarily with a school district
- Demonstrated ability to work cooperatively in a team situation
- Working knowledge of community resources

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience and education in early childhood special education

Experience in planning and giving workshops

Willingness to keep abreast of the current developments in the field of Exceptional Child Education

One (1) year of successful experience in some field of special education, not necessarily with a school district

Experience and skill in providing consultation to teachers on special education practices

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project; Flexible calendar - July 1-June 30