

Coordinator IV, Child Find

Position Details

Job Code: U7403

Reference Code: A711

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to directly plan, organize, and oversee operations and activities related to the development and implementation of the districtwide Child Find for the Clark County School District. This position is directly responsible to the Director, Related Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides Child Find obligations per the Individuals with Disabilities Education Act (IDEA).
2. Coordinates resources, personnel, communications, and case management activities to ensure proper location, identification, assessment, and placement of children within Clark County, Nevada in need of special education services.
3. Coordinates and oversees program personnel to ensure proper performance of student assessment and Individualized Education Program (IEP) development activities; reviews records and files to ensure accuracy, completeness, and compliance with established requirements; organizes therapeutic referral activities to ensure students are referred to appropriate community resources.

4. Provides consultation to administrators, psychologists, staff, parents/guardians, and the public regarding the Child Find and related functions; responds to inquiries, resolve issues and conflicts, and provides detailed and technical information concerning project services, assessment techniques, special education evaluation and eligibility determination procedures, child development, report writing and related laws, regulations, policies, and procedures.
 5. Coordinates and oversees psychologists and other program personnel to ensure proper performance of student assessments; reviews clinical and psychological interpretations to ensure appropriate conclusions and recommendations concerning student disabilities; reviews District and outside records, reports, and student assessments to ensure compliance with established standards, procedures, and requirements.
 6. Attends and participates in multidisciplinary team and IEP Team meetings; ensures proper referral of students to District programs and services and community resources.
 7. Monitors and evaluates the Child Find for educational effectiveness and operational efficiency; receives and responds to staff input concerning project needs and issues; participates in the development and implementation of policies and procedures to enhance educational effectiveness and operational efficiency.
 8. Plans, organizes, and participates in promotional activities to enhance public awareness of project activities; oversees and participates in the preparation and distribution of related correspondence and informational materials.
 9. Participates in the development of the annual preliminary budget for Child Find; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
 10. Directs and participates in the preparation and maintenance of a variety of records, reports, and file related to the Child Find.
 11. Trains and evaluates the performance of assigned staff.
 12. Coordinates all District community-based Child Find teams.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Develop and demonstrate a thorough working knowledge of special education procedures, programs, and laws.
2. Develop and demonstrate a thorough working knowledge of federal, state, and local mandates (i.e., Individual with Disabilities Education Act (IDEA), Public Law (PL) 108-446; Nevada Administrative Code (NAC); Section 504 of the Rehabilitation Act).

3. Ability to work with diverse groups and to gain the cooperation of people.
 4. Possess organizational ability and effective orally and written communication skills.
 5. Ability to direct and participate in the preparation and maintenance of a variety of reports, records, and files.
 6. Knowledge of psychoeducational practices, procedures, and techniques involved in the assessment, interpretation, and diagnosis of early childhood students with disabilities.
 7. Knowledge of early childhood special education programs and services.
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Position Requirements

Education and Training

An earned master's degree or Educational Specialist Degree from an accredited college or university in school psychology, special education, and/or Educational Leadership and Administration in a related field providing services to students with disabilities.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada school and/or program administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

Have previously demonstrated at least five (5) years of successful experience as a licensed school psychologists, special education teacher, or in a related field providing services to students with disabilities, in an accredited K-12 public or private school; and, be able to acquire, by time of appointment to the position, a Nevada school administrative or program administrative endorsement; or, have previously demonstrated at least three (3) years of successful experience as a licensed school psychologists, special education teacher, or in a related field providing services to students with disabilities, in an accredited K-12 public or private school; and, currently hold a valid Nevada school or program administrative endorsement.

Preferred Qualifications

1. Skilled in diplomacy, judgement, leadership, and problem solving.
2. Knowledge and understanding of CCSD standards, policies, and regulations.
3. High-level of confidence, initiative, and motivation.

4. One (1) year of quasi-administrative or leadership experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/04/22
- Created: 10/23/08