Developmental Screener

Purpose Statement
The job of Developmental Screener is done for the purpose/s of assessing children's development in the areas of language, motor, concept, health, self-help, social, hearing and vision; providing information to parents on how to support children's continued growth and development of these developmental domains to parents of preschool children (3 years to kindergarten entry); providing information on educational and related support services available to eligible students and families; conveying information regarding school and/or district activities and procedures; and assisting in identifying children who may be eligible for additional early childhood programs and services available through the district.

This job reports to the Principal - Early Childhood

Essential Functions
- Communicates with a wide variety of personnel (e.g. school staff, etc.) for the purpose of ensuring that resources will assist families that have been identified and eligible.
- Conducts developmental screenings for preschool age children for the purpose of providing developmental information to families.
- Confers with other teachers, parents and/or appropriate community agency personnel for the purpose of assisting in child's progress.
- Identifies at-risk children for the purpose of providing support to improve child progress and ensuring the families ongoing involvement in the educational process.
- Interacts consistently with students and families for the purpose of conducting developmental screenings.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in a variety of meetings, workshops and committees (e.g. staff, group, parent, teacher, meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares written materials (e.g. notes, memos, letters, newsletters, handouts, contact records, etc.) for the purpose of documenting activities, and/or conveying information.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios;
read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: early childhood development and learning; community resources and principles of a community services program; school educational programs; codes/laws/rules/regulations/policies; and English grammar, punctuation, spelling, and vocabulary.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups including those with varying educational levels, without judgment or bias; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working flexible hours; and working as part of a team.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, 34% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.
Education: High school diploma or equivalent.
Equivalency: Associates Degree preferred.

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<tr>
<th>Required Testing</th>
<th>Certificates and Licenses</th>
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<tbody>
<tr>
<td>None Specified</td>
<td>60 College Credit Hours</td>
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<tr>
<td></td>
<td>Substitute Certification required within 30 days</td>
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<tr>
<th>Continuing Educ. / Training</th>
<th>Clearances</th>
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<tbody>
<tr>
<td>None Specified</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<tr>
<th>FLSA Status</th>
<th>Approval Date</th>
<th>Salary Grade</th>
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<tbody>
<tr>
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<td>See Misc Rates of Pay</td>
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<tr>
<td></td>
<td></td>
<td>Salary Schedule</td>
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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.