

REGION 9 EDUCATION COOPERATIVE

CHILD FIND COORDINATOR Job Description

Position Title: Child Find Coordinator
Reports To: Special Education Manager
Work Day: 7.5 hours
Contract Days: 190
Classification: Exempt
Salary Schedule: Applicable Scale
Duty Station: R9

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
11. Assists families and school districts in locating, identifying, screening and evaluating children suspected of having disabilities.
12. Maintains recordkeeping system for managing referral data related to child find activities.
13. Participates, as appropriate, in IEP/IFSP meetings for children when invited by the member district. When invited by the member district, participation will include pre-IEP/IFSP staff meetings for planning purposes.
14. Participates as appropriate in county Part C to Part B transition meetings.
15. Participates as appropriate in 90 day transition conferences for preschool students transitioning from Part C to Part B.
16. Responsible for scheduling and coordinating Child Study Meetings to review screening results of preschool children with member districts.
17. Provide Educational Services Director with up to date information, data, and trends relating to

Child Find Coordinator 3.2026

REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

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child find activities.

18. Manages and maintains supplies and equipment inventory for Educational Services, including entering requisitions into Visions.
19. Acts as a liaison between FIT program and public schools, including attending quarterly transition meetings.
20. Supports Educational Services Director and Special Education Manager with special education coordination activities, including contacting parents, organizing materials and folders, and performing other duties as assigned.
21. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

1. Bachelor's degree in child development or a related field is preferred.
2. Two years of successful work experience in educational, preschool, social work, or related fields required. Knowledge of early childhood development is preferred.
3. A NM Public Education Department license in an educational field is required.
4. Must be willing to carry out assigned tasks and perform responsibilities.
5. Must demonstrate strong written, verbal, and interpersonal skills. Strong customer service skills and possess high expectations of quality. Computer skills including word processing, spreadsheet development, database, and online communication.
6. Other qualifications determined necessary by the Executive Director.

PERFORMANCE RESPONSIBILITIES/WORK TRAITS

1. In the school and community setting, will communicate clearly in giving and receiving oral/written instructions; will demonstrate adaptability in relations with co-workers; will exhibit an accepting, culturally sensitive and non-threatening attitude toward children/families; will demonstrate developmentally appropriate behavior management strategies; will organize and support various education activities to include, yet not be limited, to Child Find events, academic competitions, professional development service, and data management.
2. Must be willing to travel/use your own vehicle for transportation.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Child Find Coordinator**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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