



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Preschool Screener	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: Director of Community Services & Communications	Comparable Worth Rank:	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Community Services & Communications, the Preschool Screener is responsible for conducting early childhood screenings for all children ages 3-5 following up with all rescreening appointments and referrals, and for administering age appropriate screenings with children to identify any developmental concerns or related issues.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts early childhood screenings for all children ages 3-5 and makes arrangements for rescreening children. Conducts age appropriate screenings to children ages 3-6 to identify any development concerns, issues, or needs.
 - a) Uses ESI-R screening tool, ASQ-SE screening tool, audiometry and LEA vision screening tools.
 - b) Assesses screening results and provides recommendations for further evaluation. Utilizes ESI scoring and observation in making assessments and recommendations.
- Communicates with parents, guardians or caregivers the results of screenings and provides recommendations, guidance and/or referral recommendations.
- Documents screening results and shares results with ECSE services or other professional organizations, if needed. Shares screening results with district if no referrals are needed.
- Follows up with families who have been referred to special services/special education or other services to ensure ECSE has contacted the families and follows up with ECSE staff if indicated.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, staff meetings, and pursues professional growth opportunities.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license or evidence of equivalent mobility. MN teaching license and licensure in Early Childhood Family Education.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma		Bachelor's Degree		
	High school diploma or GED.		Major field of study or degree emphasis: Education, Early Childhood Education, or Early Childhood Special Education or related area.		
	1 year college				2 years college
	3 years college	x			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Knowledge of child development theories and development stages. • Knowledge of early childhood screening processes, regulations and requirements of the State of MN. • Knowledge of screening tools (i.e. ESI-R, LEA Vision, ASQ-SE). • Knowledge concerning the operation and use of computer equipment, office applications and equipment. • Knowledge of office procedures, administrative procedures and recordkeeping requirements of the District, ECFE, and ECSE programs. • Knowledge of community and referral resources, programs and services. • Data privacy requirements. 		
	2nd year graduate level				

Required Work Experience in Addition to Formal Education/Training:

Requires a minimum of one year directly related work experience in early childhood development.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Scheduling and conducting early childhood screenings.
- Providing follow up and referral resources, services and/or programs to families to address their needs and concerns.
- Interpreting, administering and scoring screening tools and results, making appropriate recommendations and referrals in accordance with screening assessments and outcomes.
- Clerical, administrative support and recordkeeping duties.
- Operations and use of office productivity applications (e.g. word processing, email, internet, presentational software, spreadsheet applications) or district specialized recordkeeping software.
- Organizational skills.
- Communication skills (e.g. writing and speaking).
- Documenting and maintaining appropriate records and services as required by department and recordkeeping requirements.
- Dealing with children, staff, parents, administrators and educational professionals and



providers over parent and student issues and concerns. Interactions require persuasion, and working with others to gain cooperation and understanding of educational and developmental issues/needs.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties associated with the job are primarily administrative in nature and generally performed in a school setting. Occasional travel to day care sites is required. Job duties and tasks can be characterized as having minimal exposure to environmental hazards and risks.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 6/2015.

