

**New Hanover County Schools
Exceptional Children Preschool Program**

Job Description

Class: Certified

Dept: Special Education

TITLE: Exceptional Children Preschool Coordinator

QUALIFICATIONS:

1. Bachelor's degree in Birth-Kindergarten Education, Special Education or related field with valid North Carolina credentials. Prefer Master's degree and/or National Board Certification.
2. Five or more years of successful preschool Exceptional Children's teaching experience; leadership experience preferred.
3. Valid North Carolina Driver's License.

REPORTS TO: Director of Special Education and Related Services

JOB GOAL: To support the overall operation of the NHCS Exceptional Children's Preschool Program through inter-agency coordination and collaboration at the local, state and federal level in order to ensure program initiatives and regulations are met.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Coordinate the EC preschool assessment team and monitor processes and procedures to ensure timely intake and completion of screenings, evaluations and placements of preschool students with disabilities in coordination with the Director of Special Education.
2. Serve as Preschool Assessment Team Leader to support on-going professional development, facilitate team meetings on a regular basis, and represent the EC Preschool Program as a member of the EC Leadership Team.
3. Conduct annual Child Find as required by state procedures for exceptional children. Coordinate and provide opportunities for the preschool student to be served in the least restrictive environment.
4. Prepare and implement grant applications and submissions; assist with establishment and management of departmental staffing and budget, and implement new program initiatives which relate to grant requirements.

5. Attend planning meetings with community agencies such as LICC and CDSA and conduct CDSA intake meetings with families and agencies.
6. Represent the EC Preschool Program as a Preschool teacher, case manager, and other roles as appropriate, on the Preschool Assessment Team and serve as team member for conducting evaluations including traditional and Trans-disciplinary Play-Based Assessments.
7. Oversee and develop collection and reporting systems regarding preschool CIPP indicators.
8. Perform other duties and accept responsibility as assigned by the Director of Special Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/FLSA Exempt

Starting Salary and/or Grade: NC Certified Teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to collect, analyze and communicate data
- Knowledge of functional use of software, platforms, and data management systems (e.g. ECATS) related to the special education process
- Strong oral and written communication skills that support the effective exchange of information between colleagues, community partners, and parents
- Ability to develop and compile a variety of records and reports
- Maintain confidentiality of student information and records
- Maintain strong interpersonal relationships with students, staff, parents and the broader educational community
- Strong organizational skills that allow for effective time management, multi-tasking, and coordination of multiple case files, meetings and responsibilities