



Columbia County School District Job Description

Position Title: Family Transition Provider		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by Director of Special Services in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Teacher Salary Schedule based on degree level and years of acceptable experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Director of Special Services		

MINIMUM QUALIFICATIONS

Bachelor’s Degree in Education or similar field, Early Childhood, Special Education, or Social Work or equivalent combination of education and experience which provides the knowledge, skills, and abilities. Minimum five years of previous work experience in Early Intervention/Special Education Programs

Extensive knowledge of Child Find procedures relating to preschool aged children (3-5). Extensive knowledge of Part C/ Georgia Department of Public Health Babies Can’t Wait Program transition process. Should be detail-oriented in order to ensure compliance with state rules and regulations regarding screening, evaluation, and IEP/Eligibility deadlines. Must possess personal characteristics and professional conduct to successfully interact with parents, teachers, administrators, and the public. Must develop and maintain strong professional relationships and knowledge interchange with community agencies and assists in promoting good rapport, understanding, and support from community agencies

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Coordinates initial referrals for preschool special education received from parents, the Babies Can’t Wait Program, Department of Family & Children Services, Lottery-funded Preschool Programs, private preschools/daycare programs, Head Start Program, Fort Gordon Exceptional Family Member Program, health departments, etc.
- Obtains records and review data and determine appropriate follow-up during the referral phase.
- Schedules screenings, evaluations, and eligibility/IEP meetings with parents and appropriate team members.
- Coordinates and secures community-based sites for monthly child find screenings.
- Serves as screening team committee participant and follow-up with parents and appropriate personnel regarding screening recommendations.
- Requests observation of preschoolers enrolled in regular education preschool/daycare programs.
- Completes service requests and forward for appropriate evaluation and eligibility determination.
- Maintains Preschool Special Education Referral Data Record.
- Secures testing and screening materials for screenings and evaluations.
- Assists Babies Can’t Wait Service Coordinators with the transition of children from the Babies Can’t Wait Program.
- Attends and act as LEA representative at Babies Can’t Wait transition meetings.
- Acts as preschool Child Find liaison for the Columbia County School District during the initial referral phase.
- Collaborates with school social workers regarding families requiring social work intervention during the referral phase as needed.
- Assumes other responsibilities assigned by the Director of Special Services

PHYSICAL REQUIREMENTS

Employees in this position must have the ability to: stand, walk, run, bend over, reach overhead, grasp, push, pull, move, lift and/or carry up to 75 lbs waist height.

IMPORTANT NOTES**ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 2019