

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PRESCHOOL SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree in Early Childhood (birth to six years) or in Counseling.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work/counsel with preschool children and their families. Knowledge of agencies that provide services to address needs of that target group. Knowledge of testing (screening/assessment) to diagnose needs. Knowledge of Head Start mental health component requirements. Ability to manage records and use appropriate technology. Extensive knowledge of early childhood best practices. Evidence of effective decision-making and management skills.

REPORTS TO:

ESE Director
Early Childhood Director/Pre-kindergarten Program Manager

JOB GOAL

To provide services to preschool children and families to facilitate Goal 1.
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Provide information/intake for all children in Jackson County who seek services at the Family Services Center prior to entrance into formal educational programs, Pre-kindergarten - Kindergarten.
- (2) Coordinate screenings for applicants to ensure proper placement and/or services.
- (3) Coordinate referrals for formal evaluation, if needed as indicated.
- (4) Coordinate mental health component of the Head Start Program.
- (5) Coordinate eligibility and IEP staffings for children in need of exceptional student education placement and/or services.
- (6) Serve as counselor in residence for the teenage parent program.
- (7) Other duties as assigned by the supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003

H8

PRESCHOOL SPECIALIST (Continued)

Approved Unit Compensation plan, Instructional Salary Schedule

210 days

7.75 hours per day

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

Note: This position is funded through Collaborative Partnership Funds, Head Start funding and Pre-K Exceptional Student Education.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003**