



Title:	Preschool Coordinator
Reports to:	Director of Exceptional Children
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Job Goals: To provide leadership and assistance in the development, implementation, and coordination of the Preschool Developmental Delay Program and to provide direct services to eligible students.

Qualifications: Bachelor's Degree
B-K certification

Duties and Responsibilities:

1. Provide home based/site based direct instruction to eligible students when appropriate.
2. Provide coordination for all preschool delayed services
3. Assist in transition services for all preschool delayed services.
4. Assist in system wide screening, evaluations, and follow-up for children suspected to be preschool delayed.
5. Serve as a member of the Scotland County Service Coordination Committee and the Development Disability Council.
6. Support parents of preschool delayed children by providing advocacy and training.
7. Assists in the development of IFSP/IEP's for eligible students.
8. As a LEA Representative is a person knowledgeable of special education programs in the area of the Preschool Delayed.
9. Assists in preparing COSF, Annual Headcounts and other reports when appropriate.
10. Assist with budgets, reports, resources, and personnel, as assigned.
11. Promote positive relationships among school personnel, community and other agencies.
12. Assist in securing staff development activities that are appropriate to meet the needs of staff members serving preschool students.

13. Coordinates services, billings and records for eligible Developmental Day Care students.