



Title:	Pre-School Facilitator
Reports to:	Exceptional Children's Director/Preschool Coordinator/Principal
Terms of Employment:	10 Months
Salary:	NC Teacher State Salary plus Local Supplement

Qualifications:

- Bachelor's Degree and B-K Certification

Job Goals:

To facilitate the referral, identification, transition and provision of preschool special education services

Duties and Responsibilities:

- Receive and process preschool referrals
- Coordinate with all agencies in order to provide special education services
- Obtain initial referral packet including evaluations and complete the referral process
- Promote inclusion and consultation services for community agencies, classrooms and facilities
- Assist the preschool exceptional children's preschool program with any duties deemed necessary
- Assist in screening and evaluations as needed
- Serves as a member of community outreach committees
- Assist and compiles baseline data collection as established in state and federal guidelines
- Provide transition services for families and children
- Create reports for the preschool special education program, such as headcount and outcomes data
- Provide direct special education services to preschool children as determined by the special education program