

Preschool Screening Facilitator
Job Description

TITLE: Preschool Screening Facilitator

QUALIFICATIONS: Type 10 or Type 02 Illinois Certificate Teacher and Early Childhood Special Education Letter of Approval preferred. Experience with Preschool students required.

REPORTS TO: Director or Assistant Director of Special Education, Early Childhood Coordinators

FUNCTION: To provide organization, structure and continuity to the preschool screening process.

RESPONSIBILITIES:

A. Site Coordination

1. Secure screening sites, plans and prepares for preschool screenings.
2. Schedules staff for preschool screenings.
3. Provides written documentation of each student screened.
4. Maintain inventory of supplies and materials, replenish as needed.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

B. Public Relations

1. Works to establish and maintain open, positive lines of communication with students and their parents regarding student needs.
2. Establishes and maintains cooperative relationships with other members of the staff and community resources.
3. Works collaboratively with At Risk program administration and staff in districts.
4. Prepares press releases/newsletter updates as needed for child find requirements.

C. Screening Methods and Practices

1. Participates in screening conferences including summarization of results with parents.
2. Maintains accurate and complete records as required by law and KCSEC policies and procedures.
3. Complete referrals in EZ IEP for further evaluations recommended.
4. Consults with appropriate professional staff regarding student educational program.
5. Provides ongoing training for screening staff.

6. Provides direction and guidance to staff assigned to screenings.
7. Informs Supervisor of the results of screenings.

D. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. Observes and follows all KCSEC policies and procedures.
3. Exhibits professionalism and commitment through punctuality and attendance.
4. Performs other duties as assigned.

E. Evaluation:

Formal and informal observations and conferences shall occur as needed or desired by the professional staff member, Director or Coordinator and shall be an on-going process.