JOB DESCRIPTION

POSITION TITLE: Preschool Special Education Program Specialist  
JOBS CODE: 475F or 475G

DIVISION: Academic-Support and Specialized Services  
SALARY SCHEDULE: Teacher

DEPARTMENT: Special Education  
WORK DAYS: 188 or 198 Days

REPORTS TO: Supervisor, Special Education  
PAY GRADE: CIT (4, 5, 6, or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Facilitates compliance with special education due process procedures; facilitates communication between the special education department and local schools.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required; Master Degree preferred
2. Certification/License Required: Valid Georgia Teaching Certification in Special Education; Leadership Certificate preferred
3. Experience: 3 years successful classroom experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Written and oral communication, collaboration, data management and analysis, demonstration of proficiency in all components of special education due process procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Adheres to federal, state, and local due process procedures.
3. Compiles, maintains, and submits all required records, including data for federal, state, and local reports.
4. Demonstrates ethical and professional behavior.
5. Assists in developing, conducting, implementing, monitoring, and reviewing Individual Education Programs (IEP) for selected students with disabilities.
6. Serves as liaison between general education and special education programs.
7. Assists in the observation and evaluation of teachers of students with disabilities.
8. Models effective teaching strategies and interventions for special education students.
9. Demonstrates ability to problem solves and diffuse difficult situations.
10. Provides training to special education staff with a focus on specialized instruction, referral, assessment, eligibility, and the IEP process.
11. Assists with the development, implementation, and monitoring of special education action plan to achieve special education performance goals.
12. Assists with analyzing appropriate data for instructional program planning and facilitating program operation.
13. Demonstrates knowledge of the link between curriculum standards and IEP goals.
14. Participates in professional learning to keep abreast of current research based teaching/learning strategies and emerging technology.
15. Maintains prompt and professional communication with parents.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________  Date ___________________________  
Signature of Supervisor ___________________________  Date ___________________________