

# Pre-K Special Education Specialist

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## EDUCATION/EXPERIENCE

- Master's Degree in Pre-K Special Needs
- Minimum 5 years Pre-K teaching experience

## DAYS OF EMPLOYMENT/SALARY

- 220/teacher's salary in accordance with degree and experience plus \$7.50 per day supplement

## JOB RESPONSIBILITIES

- Manage and coordinate Pre-K special education process
- Communicate and collaborate effectively with parents and families of potentially developmentally delayed and eligible Pre-K children
- Administer developmental evaluations for Pre-K special education referrals
- Write and submit developmental evaluation reports within required timelines
- Communicate and collaborate with related service providers to ensure timely and accurate completion of Pre-K special education referrals, Eligibility Committee meetings, and IEP Team meetings
- Coordinate, schedule and conduct special education Eligibility Committee and IEP Team meetings
- Communicate and collaborate with Pre-K Special Needs Itinerant Teachers to ensure the provision of special education services in accordance with IEPs
- Monitor implementation of Pre-K IEPs for students across all placement options (i.e., Pre-K sites, service provider location, home)
- Communicate and collaborate with WV Birth to Three service coordinators to ensure timely transitions from Birth to Three to IDEA Part B special education services
- Assist in implementation of WV Birth to Three Transition process
- Participate in monthly Fayette County Universal Pre-K meetings as the special education representative
- Maintain accurate records to ensure special education process is implemented as required and within timelines
- Assist with state and federal child count activities and reporting
- Communicate and collaborate with Universal Pre-K site administrators/principals to ensure implementation of special education process and provision of special education and related services
- Communicate and collaborate with Fayette County Special Education Specialists and principals to ensure timely transitions from ages 3-5 special education services to ages 6-21 special education services
- Coordinate and assist with Pre-K screening process and subsequent referrals for special education evaluations
- Develop and provide professional development pertaining to meeting the individual and specialized needs of students with disabilities ages 3-5
- Any other duties assigned by the Special Education Director