

Qualifications:	Bachelor's Degree
Reporting to:	Preschool Director
Job Goals:	<p>To provide coordination of referral, screening and evaluation process to assist with child find and identification of students with disabilities.</p> <p>To work effectively with the preschool director, school administrators, school psychologist, teachers/child care providers, therapists, parents and students to identify student strengths and needs to assist in developing programmatic plans.</p>
Performance Responsibilities:	<ol style="list-style-type: none">1. To actively engage in the comprehensive preschool developmental screening/evaluation process by completing formal and informal observations/assessments and documenting outcomes.2. To collaborate and consult with school personnel, therapists, preschool staff, parents and community agencies to determine whether there is a suspected disability that warrants the need to begin the evaluation process.3. To maintain certification in order to complete student vision screenings during the screening/evaluation process and every year thereafter.4. To communicate the screening and evaluation process and results to families so that they can contribute to their child's education plan.5. To write or contribute to the referral, written evaluation team report and individualized education plan which reflects the results of the individual student's strengths and needs as identified during the referral and evaluation process.6. To produce and maintain appropriate records, logs and documentation.7. Such other duties as may be assigned by the Preschool Director and/or Superintendent.
Physical Mental/ Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling and grasping.
Travel Requirements	Travels to school buildings, community child care settings, homes, and professional meetings as required.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022