



EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/11; 7/11; 10/12; 6/18; 3/21; 6/22

## JOB DESCRIPTION

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|--|---------------------------------------|
| <b>POSITION TITLE:</b> Preschool Special Education Transition Program Specialist   | <b>JOB CODE:</b> 475G                 |
| <b>DIVISION:</b> Academic-Support and Specialized Services   | <b>SALARY SCHEDULE:</b> Teacher       |
| <b>DEPARTMENT:</b> Special Education   | <b>WORKDAYS:</b> 214 Days             |
| <b>REPORTS TO:</b> Supervisor, Special Education   | <b>PAY GRADE:</b> CIT (4, 5, 6, or 7) |
| <b>FLSA:</b> Exempt  | <b>PAY FREQUENCY:</b> Monthly         |
| <b>PRIMARY FUNCTION:</b> Facilitates compliance with special education due process procedures; facilitates communication between the special education department and local schools. |                                       |

### REQUIREMENTS:

|    |   |
|----|---|
| 1. | Educational Level: Bachelor's degree required; Master's 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.  | Facilitates all aspects of the BCW (Babies Can't Wait) transition for students entering special needs preschool                               |
| 4.  | Demonstrates ethical and professional behavior.   |
| 5.  | Assists families in the transition process from BCW into CCSD, to include enrollment and evaluations.   |
| 6.  | Serves as member of the IEP and eligibility team.   |
| 7.  | Collaborates with community agencies to coordinate services for young children with disabilities.   |
| 8.  | Models effective teaching strategies and interventions for special education students.  |
| 9.  | Demonstrates ability to problem solve 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 \_\_\_\_\_