



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

POSITION TITLE: Preschool Special Education Transition Program Specialist	JOB CODE: 475G
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORKDAYS: 218 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’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 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 _____