

**Job Title:** Preschool Special Education Coordinator II  
**Department:** Preschool  
**Reports To:** Preschool Administrator  
**FLSA Status:** Exempt  
**Salary Schedule:** AA Lane 02



## SUMMARY

The Preschool Special Education Coordinator II assists the Preschool Administrator in coordinating and overseeing the Washington County School District Preschool Program. Responsibilities include the articulation and coordination of the programs with the Utah Early Childhood (EC) Standards, Utah Core, Utah Early Childhood assessments, and the Washington County School District Early Childhood Model; providing training and on-site coaching for child development associates (CDA's) and paraprofessionals for implementation of best practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Coordinates curriculum and instruction for Preschool Program.

Provides ongoing development of GVC, lesson plans, and classroom instruction for the program with Utah EC standards.

Manages the selection of curriculum materials. Orders and distributes all necessary instructional materials. Manages the selection and training of all preschool software. Develops and distributes lesson plans, materials, and equipment needed for quality instruction.

Develops an annual calendar and coordinates with principals for all preschool curriculum and activities.

Prepares materials for parent training and prepares teachers to conduct parent activities.

Assists with the analysis of preschool assessments to drive instruction.

Supervises assessment selection, training, administration, data collection, and response to preschool assessments. Assists in coordinating the development and review of assessment materials.

Provides annual training of test materials and test administration. Provides training for administration of district and state assessments.

Ensures ethical and timely assessment of all preschool students.

Collects and analyzes assessment data. Shares and interprets assessment data for stakeholders.

Ensures that teachers and CDA's have ongoing training and support for classroom environment expectations as per the HQSR-E rating tools. (i.e. ECERS-3 and ECERS-E)

Prepares required state and federal reports from preschool data. Reports data for grant and program compliance.

Personally provides instructional coaching on-site.

Develops professional learning curriculum and schedule based on coaching observations, best practices, current research, and individual needs.

Creates and maintains current digital files of all preschool resources.

Provides vision and motivation for the Preschool Program.

Designs and supervises entry and exit in preschool programs, including eligibility, qualifying factors, registration, and acceptance.

Acts as a liaison between elementary principals, Title I School TSA's, preschools, and optional extended day kindergartens.

Assists in coordinating Preschool Program with federal, state and regional initiatives, compliance, and guidance.

Develops and maintains budget and expenditures for Preschool Program.

Directly involved in hiring and training all Preschool Program personnel.

Assists the Preschool Administrator in supervising and evaluating certified Preschool personnel.

Ensures policies and procedures for program operation are clear, understandable, and followed. Ensures compliance with all state and federal guidance and WCSD policy in the Preschool Program.

Collaborates with state leadership, USBE, Special Education, Title I, and other Utah school districts regarding preschool programs.

Represents WCSD in parent meetings for Preschool Program.

Collaborates with the Special Education Department, English Language Learner (ELL), and the English Language Arts (ELA) and Math Divisions of the Elementary Education Department. Collaborates with the Technology Department on preschool webpages, updates, and content.

Articulates WCSD pre-kindergarten models for Utah districts, state, and national leadership.

Actively seeks grant funding for enhancing and expanding the Preschool Program.

Ensures that the rights of students with disabilities and their parents are protected as stated in the Procedural Safeguards: Due Process Procedures for Parents and Students with Disabilities.

Ensures the effective use of the Washington County School District (WCSD) electronic IEP Program, the assessment, identification, and eligibility of students with disabilities and the development and implementation of IEPs, and Behavioral Intervention Plans (BIPs).

Ensures compliance to local, state, and federal special education policies, procedures, and laws and ensures students with disabilities are educated in the Least Restrictive Environment (LRE), in the appropriate Continuum of Alternative Placements, and, to the maximum extent appropriate, in classrooms/schools with their age-mate peers who are not disabled.

Coordinates and provides technical assistance to principals, district personnel and support staff in the implementation of services for students with disabilities.

Monitors special education files and provides compliance training to special education teachers and related servers.

Provides assistance with up-to-date knowledge of WCSD Special Education policies and procedures and state & federal laws and regulations.

Provides input and assistance in development and training related to WCSD Special Education policies and procedures and state & federal laws and regulations related to special education.

### **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibility over the Preschool Program classified staff and related services under the direction of the Preschool Administrator. Assists in the supervision of the certified staff assigned to the Preschool Program.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands and is knowledgeable of the complexity and importance of preschool education including: knowledge of research, proven practice for both tier one instruction and interventions, early effects of risk factors, and importance of multiple tiered support for young children.

Knowledgeable of state and federal guidance related to early childhood programs

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

Master's Degree and prior teaching experience in a preschool or early childhood setting is required.

Experience as a successful presenter for adults and a deep understanding of early literacy and child development is required.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active professional level Utah School Leadership License. An active Utah Special Education (K-12) License and/or Preschool Special Education (Birth-5) License is required.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Preschool Administrator</b>			Date: <b>4/27/2017</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>4/27/2017</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>SpEd Director &amp; Elem Exec Director</b>	Date: <b>02/14/2025</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	