

**POSITION DESCRIPTION ADDENDUM FOR:
Preschool Secretary: Assessment Scheduler**



The information listed under Specific Essential Duties is in addition to the information provided on the basic Preschool Secretary position description.

SPECIFIC ESSENTIAL DUTIES

Screens calls for new referrals for special education assessment. Processes all new referrals for special education, taking down parent information in phone or personal interview.

Sets up and schedules all new student evaluations.

Schedules all TLC (The Learning Center for Families) transition student evaluations.

Processes all referrals from Head Start. Schedules all Head Start student evaluations.

Tracks Case Manager Referral List.

Collects and process student documentation on referrals (i.e. Birth Certificate, immunizations, and Social Security #).

Sets up testing files. Processes and manages all Do Not Qualify files.

Acts as Preschool Department Insurance Representative and attends meetings for Insurance Representatives.