



**POSITION DESCRIPTION ADDENDUM FOR:
TSA Learning Coach (Preschool)**

The information listed under Specific Essential Duties is in addition to TSA Learning Coach position description. Any additional information that may be listed under the other categories supersedes the information provided on the TSA Learning Coach position description. This addendum is applicable to the Preschool program locations.

SPECIFIC ESSENTIAL DUTIES

Oversees the assigned Early Childhood building.

Functions as the LEA Special Education meetings (Eligibility, IEP, Transition meetings), making decisions based on a continuum of placements and consideration of the least restrictive environment.

Assists in hiring and management of paraprofessionals in their building.

Facilitates site lead and team Professional Growth Plans and assists staff in reaching their goals.

Facilitates and implements the school emergency plan, drills and reunification plans.

Meets with parents on student concerns and works on resolutions.

Facilitates alignment of special education strategies, interventions, accommodations, modifications and adaptations.

Supports preschool in development and implementing GVC and CSIP.

Ensures that teachers and CDA's have ongoing training and support for ECERS, CCL licensing and other program expectations.

ADDITIONAL KNOWLEDGE REQUIREMENTS

Knowledge of state and federal guidelines related to Early Childhood programs and special education.

Knowledge of laws and regulations pertaining to students with disabilities, Title 1 requirements and Grant administration.

ADDITIONAL LICENSE REQUIREMENTS

Active Utah professional level Preschool Special Education or Special Education License

Prepared By: Preschool Administrator		Date: 04/07/2021
Approved By: Assistant Director, Human Resources		Date: 04/07/2021
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

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:	