



Job Title: **Special Education Preschool/Early Childhood  
Administrative Coordinator**

Department: **Special Education**

Supervisor: **Director of Special Education**

Lane Placement: **Administrative Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

### JOB DESCRIPTION

The Special Education Preschool/Early Childhood Administrative Coordinator is responsible for the development and implementation of the special education preschool program including preschool services for typically developing children. The Administrative he Coordinator also supports early childhood special education services for children ages 5-8 and is responsible for transition from early childhood services into the preschool program and from preschool to kindergarten.

### ESSENTIAL FUNCTIONS

- Ensure district compliance with the Individual with Disabilities Education Improvement Act (IDEA) for students ages 3-8.
- Develop and implement district preschool programs.
- Provide oversight for district preschool programs.
- Supervise related services personnel.
- Serve as LEA for preschool IEP meetings.
- Respond to concerns from parents, administrators, and staff in areas related to the provision of educational services to students with disabilities for children ages 3-8.
- Provide general supervision of district preschool staff and related services providers.
- Collaborate with district personnel, school staff, agencies, and parents.
- Predictable and reliable attendance.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a valid Professional Educator License for the State of Utah with a license area of concentration in administration.
- Requires a valid license in the State of Utah in special education with a preferred preschool/early childhood endorsement.

- In depth knowledge of IDEA regulations and case law.
- Ability to organize and attend to detail.
- Skills in negotiation, mediation, and conflict resolution.
- Knowledgeable about developmentally appropriate curriculum and instructional strategies
- Ability to collaborate across settings.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019