

Job Title: Preschool Coordinator

Job Description: The person hired for this position will be in charge of providing guidance, evaluation, and monitoring of services for student transitioning from First Steps and/or preschool children identified with special needs into the public school setting. To carry out this role, the individual will need to be able to conduct speech/academic evaluations for students under the preschool age, participate in various transition conferences for these students, and oversee speech service delivery within West Clark Community schools.

Essential duties/responsibilities

1. Evaluator for Preschool Speech and Language

- Conduct speech/language evaluations for in-coming preschoolers in the following categories:
 - First Steps children turning 3, parents opting for Sp/Lang/DD/other evaluations
 - Parent-generated requests for children age 3-PreKindergarten
 - Referrals from West Clark Preschool Teachers or from Sellersburg Head Start
- Conduct case conferences (initials) for evaluated preschool students
- Create initial IEPs for eligible preschool students
- Communicate with classroom teachers and SLPs regarding initiating services for preschoolers
- Coordinate with West Clark Transportation and IT regarding implementing new services and STN process
- Maintain records and report preschool data as needed for state reports

2. LEA Representative for First Steps Transition Planning

- Attend all transitioning planning conferences for eligible First Steps students turning 3 (all W Clark District) at home schools (HES, BES, SCPS)
- Complete transition planning notes and complete referral paperwork with parents
- Communicate referral data to appropriate staff and monitor referral process

3. Speech/Language Pathology Coordinator

- Train newly hired SLPs in W Clark SpEd procedures, Medicaid Billing, IIEP, and case management
- Supervise Clinical Fellows as needed
- Coordinate with Go Solutions concerning trainings/procedures for Medicaid billing for SLPs
- Conduct regular SLP meetings with West Clark SLPs and report to SpEd Director
- Assist SpEd director in scheduling/assigning SLP caseloads, maintain materials, designing procedures, and other duties assigned by SpEd director

Job Qualifications:

- Licensed to perform SLP duties in a school setting without restrictions
- Have CCC to bill Medicaid and supervise other SLPS when needed.
- General education/elem ed license.

Salary: Teacher contract for 195 days, with pay based on experience and knowledge base