

# **PRESCHOOL EVALUATION TEACHER**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** Transitions children eligible for special education services from First Steps services to school setting.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates preschool evaluation procedure and serves as public agency representative for all initial preschool case conferences in District.
2. Coordinates procedures for all students entering preschool program, including First Steps transitions, move-in students, and initial parent referrals.
3. Interprets diagnostic findings to school personnel, other professionals, and parents.
4. Assists in formulating the initial Individualized Education Program (IEP) for preschool age students.
5. Performs other duties as assigned by the Superintendent or his or her designee.

Revised: December 2016