Durham Public Schools **Preschool Department**

Job Description **Preschool Inclusion Facilitator**

JOB TITLE: Preschool Inclusion Facilitator

REPORTS TO: Director of Office of Early Education

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Certified

SUMMARY:

The Preschool Inclusion Facilitator role serves on the Office of Early Education Leadership Team and assists the Preschool Office by providing instructional coaching, mentoring, technical assistance, and professional support to preschool teachers in Durham Public Schools' general education classrooms. The facilitator collaborates with school staff to implement developmentally appropriate instructional practices, support curriculum implementation, analyze student data, promote high-quality learning environments, and enhance student outcomes through professional guidance, modeling, and continuous support to foster continuous improvement to ensure high-quality early childhood education for all students.

Preschool Inclusion Facilitator Responsibilities

The Preschool Inclusion Facilitator provides leadership, coaching, and technical assistance to support high-quality inclusive preschool programming across Durham Public Schools. Key responsibilities include:

- Provide instructional coaching and job-embedded support to preschool teachers.
- Model evidence-based instructional strategies and developmentally appropriate practices in inclusive preschool classrooms.
- Support the implementation of curriculum, assessments, and instructional resources with fidelity.
- Analyze student assessment and progress-monitoring data to inform instructional planning and improve student outcomes.

- Plan, facilitate, and deliver professional learning opportunities for preschool staff.
- Provide guidance and technical assistance to support compliance with North Carolina Division of Child Development and Early Education (DCDEE) licensing requirements.
- Conduct classroom walkthroughs to monitor instructional quality, provide feedback, and identify areas for continuous improvement.
- Collaborate with school administrators and the Exceptional Children (EC) Department to ensure effective implementation of inclusive practices and individualized student supports.
- Partner with community agencies and early childhood organizations to strengthen services and resources for preschool students and families.
- Collaborates with teachers, principals, parents and families.
- Assist with the implementation of Transition to Kindergarten (TTK) requirements to ensure smooth transitions for children entering kindergarten.
- Support the recruitment, screening, enrollment, and placement of eligible preschool students.
- Assists with monitoring classroom numbers, compliance and rosters.
- Serve as a member of the Office of Early Education Leadership Team, contributing to strategic planning, program development, and continuous improvement initiatives.
- Performs other duties as assigned by the Director of Early Education.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

The position requires a minimum Bachelor's Degree, Masters preferred-Birth to Kindergarten license required, a minimum of 5 years of experience as a Preschool Classroom Teacher preferably in a licensed preschool classroom. Must possess a valid NC Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.

2. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.
3. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
4. Ability to perform at a high level, as a team player, in a team environment.
5. Ability to relate well to diverse groups of people.
6. Strong organizational and problem-solving skills.
7. Ability to prioritize and manage multiple tasks in a fast-paced environment.
8. Ability to remain calm and professional in environment with shifting proprieties.

RESOURCE REQUIREMENTS:

X Laptop X Desktop computer (may be docking station with laptop)

X e-mail address X Outlook X VPN

☐Cellphone ☐ Pager Two-way radio

☐iPad

X Office phone 10 digit telephone number X 5 digit extension

X Printer

X Fax

☐District vehicle

X Software (Microsoft Office, Adobe PDF)

X SharePoint X Audio recording device

X Web site access

X Building access key/code (for necessary building access during non-traditional hours)

X Computer data systems: (Infinite Campus, SmartTeach)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Must have transportation.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date