

**TITLE:**

**SPECIAL EDUCATION PRESCHOOL CASE  
MANAGER/ASSESSMENT SPECIALIST 2025**

**QUALIFICATIONS:**

1. Holds an Early Childhood Intervention Specialist License, or an Early Childhood Education License, or a license to provide related services to students with disabilities
2. Has experience in the area of early childhood education
3. Knowledge of Special Education Law and Operating Standards for Preschool

**REPORTS TO:**

Coordinator of Pre-School Special Education

**JOB GOAL:**

To conduct and coordinate those identification activities needed to determine educational services for preschool age students with significant delays

**RESPONSIBILITIES:**

1. Establishes and maintains a referral system for preschoolers with a suspected disability
2. Coordinates and documents screening and evaluation activities for preschoolers
3. Observes, gathers and maintains data for children enrolled in special education preschool settings
4. Assists with initial evaluations for preschool assessments
5. Conducts home visits with children and families as assigned
6. Coordinates and completes transition activities for children entering preschool from Early Intervention Programs as well as for students entering school
7. Gathers and dispenses resource information for families
8. Maintains appropriate documentation of information needed in student records
9. Works with the Special Education Coordinator to ensure that EMIS data is complete and correct
10. Other duties as assigned by immediate supervisor

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