

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

April 10, 2024

**The Autauga County Board of Education is now accepting applications for the positions of** Pre-School Special Education Facilitator

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Current Alabama Teacher's Certificate, Class A or higher, with proper endorsement/certification.

**Effective Date:** 2024-2025 School Year

**Salary:** \$47,773 - \$97,338 (ACBOE approved salary schedule based on rank, certification, and experience plus appropriate supplement)

**Contract Length:** 202 days (10 months)

**Application Information:** Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the Where do you want to work? page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** April 18, 2024 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

- 1 Attachment
- 1. Job Description

## Pre-School Special Education Facilitator

POSITION TITLE: Preschool Special Education Facilitator

REPORTSTO: Special Education Director or Designee

RESPONSIBLE TO: Special Education Director or Designee

### QUALIFICATIONS:

The Pre-School Special Education Facilitator shall have the professional qualifications of a teacher in Alabama. It shall be required that the Pre-School Special Education Facilitator hold a master's degree from an accredited institution. In addition, the following are required:

- Have a least three (3) years of experience with supervising preschool staff.
- Demonstrate excellent leadership organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate knowledge and understanding of early childhood education, early childhood special education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstration the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Provide day-to-day administrative oversight of the District's Preschool special education programs and services.
2. Make decisions and provide district resources for Preschool special education staffing.
3. Recruit licensed special education staff for all related services: SLP's, OT's, PT's with surrounding universities.
4. Consult with building principals about Preschool special education student needs and emergency situations.

5. Analyze, develop, and modify special education programs to meet the needs of preschool students.
6. Provide consultation, coaching, and technical assistance to school staff, parents and others regarding special education due process laws, rules, policies, and practices.
7. Ensure compliance of special education due process laws, rules, policies, practices, and procedures.
8. Determine the need for and facilitate staff development for Preschool special education staff on due process requirements, procedures, forms, etc.
9. Work with new staff to acquaint them with District procedures, practices, and other related services.
10. Provide information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
11. LEA for transitions, referrals, eligibility, and IEPs.
12. Consult and problem-solve with building principals and special education staff regarding difficult and/or potentially litigious special education issues.
13. Monitor compliance with special education due process requirements, staff caseloads and continuum of services within the district.
14. Responsible for Preschool State Reports: Preschool Tracking Log and ELLP
15. Review and audit student Individual Education Plans to ensure compliance
16. Attend training sessions, conferences, seminars, department, and district meetings.
17. Serve on District committees, task forces, work groups, etc., as requested.
18. Keep abreast of changing developments, trends, instructional and educational technologies.
19. Comprehensive knowledge of issues related to special education law, finance, and due process. Must have thorough skill establishing policies and procedures to adhere to ever-changing laws and regulations and thorough skill supervising and evaluating the work of staff.

20. Personnel Management- responsible for direct supervision of Preschool Staff and teachers
21. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentation, and telecommunications.
22. Demonstrate the ability to use computers for word processing, data management, and telecommunication.

**JOB GOAL:**

Preschool Special Education Facilitator manages the daily operations at a preschool Special Education Department. This includes facilitating and planning various Special Education Local Plan Area and countywide activities; coordinating assigned special education program components and related activities; and serving as a resource to member districts and others. The goal is to coordinate and implement the disability components of the Head Start Program, daycares, Pre-k, Mom's Day Out programs, etc. The Facilitator is responsible for the recruitment, enrollment and arranging for delivery of services for children with disabilities and the smooth operation of the program. In addition to recruitment, the Facilitator is responsible for the identification of children with disabilities in the areas of cognitive, social emotional, speech and/or language, adaptive, vision, hearing, and motor issues and coordinates services by certified therapist for these issues.

**SOURCE:** Autauga County Board of Education, Prattville, Alabama

**ADOPTED:** December 9, 2021