



MOORE COUNTY SCHOOLS
Growing to Greatness

Title:	Preschool Program Facilitator	
Reports to:	Director for Exceptional Children	
Terms of Employment:	11 months	
Salary:	State Salary Schedule plus local supplement	

Qualifications: North Carolina Teaching License

Supervises: Preschool and More at Four Teachers

Essential Job Functions:

1. Assists with administration of Exceptional Education Program in accordance with **Procedures Governing Programs And Services For Children With Special Needs**, state and federal legislative mandates
2. Assists with supervision/observations of Exceptional Education preschool staff
3. Assists in the monitoring and compliance of Exceptional Education records within the preschool program
4. Serves as the liaison through child find activities for Moore County Schools with The Children's Developmental Services Agency, Sandhills Children Center, Head Start, Child Care providers and other Inter-agency members
5. Ensures continued compliance with child care licensure rules and requirements
6. Serves as a consultant to exceptional education preschool teachers in the development of teaching strategies, selection of materials, and diagnosis of student needs
7. Assists with developing plans, implementation, and evaluation of staff development activities for preschool and school staff to increase awareness, knowledge and skill competency
8. Assists in providing orientation to new preschool staff members to include IEP training, student folders, procedures, curriculum, sanitation/childcare requirements
9. Coordinates and assists with transition of preschool children from Part C, Infant Toddler Services into Part B, Preschool Services and from Preschool to Kindergarten
10. Develops and maintains strong professional relationships and knowledge interchange with regular and exceptional education staff/team members within the preschool program, families, schools, child cares, public and private preschools, and the Moore County Interagency Council
11. Assists with on-going review and assessment of Exceptional Education program goals to determine effectiveness and continuing needs
12. Assists in promoting good rapport, understanding, and support from local agencies and families through membership on local committees/boards (e.g. FSN, Child Care Connections, Smart Start), home visits and parent groups
13. Participates in training activities, professional meetings, and other opportunities to upgrade professional knowledge and skills
14. Keeps inventory, orders, and maintains supplies, materials and screening instruments requested by the exceptional education preschool staff
15. Writes grant proposals that will help to enhance the Exceptional Education program
16. Assumes responsibilities assigned by the Director for Exceptional Children involving system-wide needs and preschool expansion, IEP team responsibilities and other items requested by the director
17. Performs other duties and responsibilities as assigned by supervisor



Exceptional Children Program Physical and Cognitive Requirements

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The major physical and cognitive requirements listed below are applicable to the **Preschool Program Facilitator** job classification within the Exceptional Children Program of Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels, receive detailed information through oral communications and make fine distinctions in sound.
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing