



Job Description

Job Title: First Step Preschool Screener

Supervisor: Federal Programs Administrator

Job Classification: Temporary

Job Summary

This is a temporary, federally-funded, part-time hourly position, which provides services no more than 20 hours per week. Position is contingent upon funding and the need for services supporting the school division's preschool screening assessments to children ages three to five.

Essential Duties

1. Maintains confidential nature of all screenings.
2. Articulates the assessment and program standards and guidelines to the school community.
3. Complies with State Law and District policies and regulations
4. Administers developmental screenings to children ages three to five.
5. Scores and interprets screening results to parents and/or legal guardians, and provides immediate summary of screening results.
6. Provides feedback to administrators about the process.
7. Performs duties in full compliance with district requirements and School Board policies.
8. Maintains regular attendance.

Other Duties

1. Performs any other related duties as assigned by the Federal Programs Administrator or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess an Associate's degree or higher. Experience working with young children from 0 to 8 years of age is required. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, including procedure manuals. Excellent oral and written communication skills are required, including ability to write reports and correspondence. Must be able to effectively present information about child development and respond to questions from parents. Ability to be proactive and flexible with diverse scenarios is required. Must be proficient with mathematical concepts such as fractions, percentages, ratios, and proportions for practical situations directly related to the duties of this position. Must possess the ability to establish and maintain effective working relationships with parents, teachers, administrators, community, students, and others.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 20 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Federal Programs Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The First Step Preschool Screener will be required to follow any other instructions and to perform any other related duties as assigned by the Federal Programs Administrator or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Updated: 01/04/13 LM