

**YORKTOWN CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES**

PROPOSED JOB DESCRIPTION
CHAIRPERSON, COMMITTEE ON PRESCHOOL SPECIAL EDUCATION
(CPSE)

1. Assures district compliance with Part 200 of Commissioner's Regulations which address the responsibilities and operations of the Committee on Preschool Special Education.
2. Establishes and supervises practices and procedures for CPSE referrals, evaluations, data collection, meeting schedules, participant notification, post-meeting documents and reports, and identification of service providers.
3. Assures accuracy and submission of mandated paperwork to complete CPSE process: IEPs, STAC 1, STAC 5, and other necessary documentation.
4. Maintains and updates county-approved CPSE evaluation site listings.
5. Establishes and maintains professional relationships with service providers through program site visits and observation of children.
6. Schedules and conducts periodic parent orientation meetings for parents of children transitioning from Preschool services to School-Age services.
7. In conjunction with county staff, coordinates the transition of children from Early Intervention programs to Pre-School programs and services.
8. In conjunction with the CSE Chairperson, coordinates the transition of children from Pre-School services to School-Age programs and services.
 - a. Schedules and participates in site observations with district kindergarten faculty and related services providers.
 - b. Develops student profiles to assist in placement determinations.
 - c. Acts as Case Manager for transitioning CPSE students.
 - d. Participates in district meetings to assist school staff and the CSE regarding appropriate programs and placements for entering Kindergarten students with disabilities.
9. Serves as liaison to community organizations regarding the CPSE process.
10. Participates in meetings of the Early Childhood Direction Center, and in other regional meetings pertinent to Pre-School Special Education.
11. Assures continuing professional development by attending and participating in appropriate conferences and workshops.
12. Provides relevant information to the Assistant Superintendent for Pupil Services relative to preparation of budgets and grants.
13. Maintains availability for up to 15 days in July/August for relevant CPSE activities. Time to be scheduled in collaboration with the Administrative Assistant for Pupil Services.

Reports To: Administrative Assistant for Pupil Services.

