



## Preschool Screening Coordinator

**Job Title:** Preschool Screening Coordinator

**Location:** Black Hawk Area Special Education District

**Supervisor:** BHASED Director or Assigned Special Education Coordinator

**Contract Type:** 180-Day Contract

**Salary and Benefits:** \$40,000 - \$60,000

Comprehensive benefits package including health, dental, and vision insurance. *(12 sick days and 3 personal days), IMRF position*

**Start Date:** July 2026 (transition time prior, if available)

### POSITION OVERVIEW:

The BHASED Preschool Screening Coordinator is responsible for managing early childhood developmental and preschool screenings for children ages 2 years 10 months to 5 years of age. This role involves staff hiring and training, parent/guardian communication, supervision, assessment, and extensive data management. The Preschool Screening Coordinator serves as a critical liaison, collaborating and communicating with BHASED member school districts to ensure children in need of initial and additional assessment or rescreening are identified and supported through the Child Find process.

### RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS:

- Knowledge and experience on preschool age expectations.
- Manage all activities related to preschool screening, including training screeners, scheduling locations, providing on-site supervision, and data management.
- Hire, train, and supervise preschool screeners.
- Administer and score developmental and language screenings for children aged 2 years 10 months to 5 years.
- Knowledge and experience with preschool screening tools such as Brigance III, Ages and Stages, etc.
- Maintain comprehensive and accurate records for member school districts, monthly BHASED community screenings, approximately 60 preschool/daycare sites, Head Start, ROE PFA Programs, etc.
- Share screening results with member school districts for children in need of possible assessment or rescreening.
- Serve as the liaison between parents/guardians and school district personnel regarding assessment and rescreening.
- Maintain strict confidentiality of all student and family records.
- Coordinate and report Child Find statistical information, including the number of children screened, those rescreened in speech, and results shared with district co-op members.
- Ensure professional and public awareness of the preschool screening program through active participation in community functions, assigned in-services, community outreach, district collaboration, etc.

- Maintain a professional, respectful, and welcoming manner at all times, following established BHASED policies and procedures.
- Demonstrate excellent verbal and written communication skills when relating to children, parents, and site staff. This includes demonstrating active listening and responding promptly to needs and concerns. Report directly to the BHASED Director and communicate regularly.
- Perform all duties with a deep sensitivity to the diverse backgrounds (socio-economic, cultural, ethnic, and religious) of the children and families served by the district.
- Engage in team check-ins with Birth to 3, Preschool Screening Team members, Audiologists, etc.

#### **QUALIFICATIONS/SKILLS:**

- Knowledge and experience on preschool age expectations.
- Proven ability to work independently, cooperatively, and effectively with colleagues.
- Strong organizational and strategic planning skills; ability to balance multiple priorities in a fast-paced work environment.
- Demonstrated leadership qualities and exemplary interpersonal skills, including giving and receiving constructive feedback.
- Demonstrated expertise in oral and written communication.
- Strong listening skills
- Patient, flexible, and responsive
- Strong technology skills (i.e. email, Google Suite, etc.) and office management (i.e. filing, data entry, etc.)
- Maintain the physical capability to lift and carry at least 30 lbs.

#### **CERTIFICATIONS/LICENSURE**

- **Minimum:**
  - Associates Degree of Applied Science in Early Childhood Education (or related field)
  - At least 3 years of experience with early childhood, focusing on preschool aged children
- **Preferred:**
  - **Bachelor's Degree in Early Childhood Education (or related field)**
  - **Leadership experience**

### **Application Process**

*Interested applicants must complete the application found [HERE](#) and submit a resume, cover letter, and references to Dr. Kathy Ruggeberg: [kruggeberg@bhased.org](mailto:kruggeberg@bhased.org).*