

**Preschool Special Education Support for 3-K and Pre-K Programs**

**Roles and Responsibilities for On-Site Support Staff: Instructional Coordinator, Social Worker, Special Education Coordinator, PK-5 Special Education Support Team**

|  | Instructional Coordinator – All 3-K and Pre-K Sites   | Social Worker - All 3-K and Pre-K Sites  |
|--|---|--|
| <b>Roles</b>   | <b>DECE Instructional Coordinators</b> support early childhood teaching teams and leaders to reflect on and strengthen instructional practices.   | <b>DECE Social Workers</b> build the capacity of program staff and families to understand and address children’s and families’ social, emotional, behavioral, physical health, and mental health needs.  |
| <b>R<br/>e<br/>s<br/>p<br/>o<br/>n<br/>s<br/>i<br/>b<br/>i<br/>l<br/>i<br/>t<br/>i<br/>e<br/>s</b> | <p><b>Use Practice-Based Coaching to:</b></p> <ul style="list-style-type: none"> <li>● Support leaders and teaching teams in classroom setup and organization</li> <li>● Support all early childhood classrooms in assigned programs</li> <li>● Support teaching teams in curricular planning and individualizing instruction as part of a tiered system of support</li> <li>● Work collaboratively with leaders and teaching teams to set goals for quality improvement and strategically plan to reach those goals</li> <li>● Engage in classroom-wide data reflection and analysis</li> <li>● Model specific activities or teaching strategies for classroom-wide instruction</li> <li>● Plan and facilitate professional learning sessions in collaboration with other Early Childhood colleagues</li> <li>● Liaise with other staff who support classrooms and programs</li> </ul> | <p><b>Use the Georgetown Model of Early Childhood Mental Health Consultation to support safe, nurturing, and predictable environments in the following ways:</b></p> <ul style="list-style-type: none"> <li>● Consulting with program leaders on their vision for family engagement, social-emotional learning, and trauma-informed care</li> <li>● Proactively building teachers’ capacity to support children’s social-emotional development and trauma informed care as part of a tiered system of support</li> <li>● Providing targeted behavioral support for individual children as needed</li> <li>● Providing consultation and collateral support for families</li> <li>● Proactively building families' capacity to support their child's social emotional learning</li> <li>● Liaise with other staff who support classrooms and programs</li> </ul> |
|  | Special Education Coordinator* - Pre-K Centers  | PK-5 Special Education Support Staff and B/CO Staff - District Schools   |
| <b>Roles</b>   | <b>DECE Special Education Coordinator</b> supports all classrooms at Pre-K Centers to identify and serve preschool students with disabilities ( <i>*Classrooms opened prior to the onboarding of DECE Special Education Coordinators are supported by an SEO Special Education Preschool Specialist</i> ).  | <b>District School PK-5 Special Education Team.</b> School administrators are responsible for ensuring special education needs are met in all classes. In addition, school-based staff such as special education liaison, assistant principal, IEP coordinator, etc. support early childhood special education needs in their buildings; in addition the B/CO Special Education Director is a resource and can identify other staff and resources for additional support.  |
| <b>R<br/>e<br/>s<br/>p<br/>o<br/>n<br/>s<br/>i<br/>b<br/>i<br/>l<br/>i<br/>t<br/>i<br/>e<br/>s</b> | <p><b>Support teaching teams , leaders and families to identify and serve preschool students with disabilities:</b></p> <ul style="list-style-type: none"> <li>● Support special education instruction in all classrooms in a program</li> <li>● Oversee student data and documents; support progress toward the development of IEP goals</li> <li>● Work with administration and teaching teams to ensure the provision of services to the students per their IEP mandates</li> <li>● Assist teaching teams in developing and implementing individualized instructional and behavioral strategies for students who need more support and for students with special needs</li> <li>● Manage and facilitate IEP reviews</li> <li>● Serve as a liaison to the CPSE</li> <li>● Liaise with other staff who support classrooms and programs</li> </ul>                                      | <p><b>Support teaching teams and leaders with early childhood special education practices and coordination:</b></p> <ul style="list-style-type: none"> <li>● Extend support to classrooms with preschool students with disabilities</li> <li>● Assist school staff with IEP implementation</li> <li>● Support coordination of related service providers to meet preschool students’ IEP mandates</li> <li>● Connect to CPSE, Special Education Liaison, and/or Special Education Directors to request additional support</li> <li>● Liaise with other staff who support classrooms and programs</li> </ul>   |

If in your work with programs, you need additional support regarding preschool special education, see this [comprehensive list of preschool special education resources and central office.](#)