

PRESCHOOL SPECIAL EDUCATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible as the Broome County representative to the Committee for Preschool Education, ensuring that special education services provided through a program are appropriate for, and meeting participating children's educational needs. Regulations are found under Article 89 of the State Education Law for Preschool Children ages 3-5 as established by the New York State Education Department. The incumbent will be responsible for a caseload of approximately 800+ children in any given program year. The work is carried out in accordance with Federal, State and local agency policies under the general direction of the Director of Children With Special Needs Program and direct supervision of the program supervisor. Leeway is allowed for the use of independent judgement in dealing with program guidelines in areas of committee representation, educational specialties and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews all evaluations for special education services of identified children to ensure that the services are appropriate and will meet the needs of the child according to an Individualized Education Plan (IEP) for each child in the program;
- Participates in the decisions made by the Committee on Preschool Education as mandated by New York State Education Law as well as assists in determining the appropriate programs and additional services;
- Prepares transportation information and makes initial contact with Education for Handicapped Children Program transporter, if necessary, to establish contractor transportation;
- Prepares and maintains extensive paperwork including, but not limited to, accurate logs, records, forms and reports to monitor the children in programs as well as to provide information essential for proper billing and to assist in divisional planning regarding EHCP and financial/budgetary considerations;
- Attends meeting, seminars and workshops to keep informed of new laws, rules, regulations and directives regarding the education of children with disabilities;
- Provides support for the Early Intervention Service Coordinators in the form of up to 10% of this position's time can and

may, at the discretion of the program supervisor, be used to assist in Early Intervention.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules and regulations pertaining to the services and education of children with disabilities as well as other regulated health programs;
Good knowledge of pediatric development (cognitive and physical) and of Medical and psychological diagnostic instruments as they relate to assessing the needs of handicapped children;
Good knowledge of terms used to describe physical and learning disabilities;
Good knowledge of the medical and educational services available to program participants;
Good knowledge of Medicaid regulations and coding as they apply to Preschool Special Education;
Ability to develop good working relationships with others;
Integrity and compassion;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Psychology, Sociology, Nursing or closely related field, **AND**

*Possession of a permanent New York State license or certificate from the New York State Education Department, in an area relating to the education of children with special needs. This certification or licensure may include but not be limited to the following areas: special education, speech and hearing, visual impairment, physical therapy, occupational therapy, speech pathology, psychology, social work, and educational administration. (*Per Article 89, Section 4410 of the New York State Education Law)

NOTE: If applicant is in possession of the certification or licensure required, a copy must be submitted at time of application.

CANDIDATES WHO PASSED THE EXAMINATION FOR PRESCHOOL SPECIAL EDUCATION COORDINATOR BUT WHO WERE NOT ELIGIBLE FOR APPOINTMENT DUE TO THE FACT THAT THEY DID NOT POSSESS THE REQUIRED CERTIFICATION OR LICENSURE, SHOULD SUBMIT A COPY OF THE REQUIRED

CERTIFICATION OR LICENSE UPON ITS RECEIPT. THIS MAY ALLOW THE CANDIDATE'S NAME TO BE CERTIFIED FOR APPOINTMENT TO FUTURE VACANCIES.

NOTE: Certain assignments made to this employee will require reasonable access to transportation for meeting field work requirements made in the ordinary course of business in a timely and efficient manner.

R697 1/18/12