

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** EARLY INTERVENTION SERVICE SUPERVISOR **GRADE:** 15

**TITLE ABBREVIATION:** EARLY INT SERV SUPV **TITLE NO.:** 6280

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** HEALTH **DIVISION:** EARLY INT

**SUPERVISOR'S TITLE:** DIRECTOR OF EARLY INTERVENTION SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and supervisory position responsible for ensuring appropriate and efficient service delivery to qualified children. The work is carried out in accordance with state law and regulations as well as County policies and procedures. Direct supervision is exercised over the work of Early Intervention Service Coordinators. This position is also responsible for monitoring the quality of service coordination, evaluations and services provided by contract agencies. Work is performed under the general supervision of the Director of Early Intervention Services with leeway for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises, plans, implements and evaluates the Early Intervention Program within the agency;

Assigns and reviews work of service coordinators, assists them in meeting objectives and evaluates their performance;

Monitors and assesses the coordination and adequacy of services provided to children and families in the Early Intervention Program;

Reviews cases records to monitor and ensure quality, uniformity and compliance with state and local regulations;

Assists in formulating program policies and procedures for Early Intervention Program;

Facilitates quality improvement with interdisciplinary team and provides written reports monitoring progress;

Supervises data input into the state designated computer program and coordinates the production and utilization of reports from system;

Compiles statistics and identifies trends in the delivery of services to provide information for quality monitoring, budgeting and staffing needs;

Assists in evaluating needs and resources for staff and contractors and develops and implements appropriate training;

Serves as a liaison with departmental staff for children transitioning into Early Intervention Program from other programs (i.e., ICHAP, Preschool Special Education);

May represent department at various state, regional and local meetings and conferences.

**Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of state and local laws and programs for infants and toddlers with disabilities; good knowledge of family dynamics; good knowledge of laws rules and regulations pertaining to the education of handicapped children; working knowledge of child development and of medical, developmental, and psychological diagnostic instruments as they relate to assessing the requirements of children with special needs; computer skills appropriate to the position; ability to establish good working relationships with others; ability to plan and direct the work of others; ability to communicate effectively both orally and in writing; good professional judgment; resourcefulness; tact; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Master's Degree in Early Childhood or Special Education, Psychology, Speech and Language Pathology, Occupational or Physical Therapy, Social Work or Nursing and two (2) years of professional experience working with children under the age of 5, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Bachelor's Degree Early Childhood or Special Education, Psychology, Speech and Language Pathology, Occupational or Physical Therapy, Social Work or Nursing in and three (3) years of experience as outlined in (A) above one (1) year of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:** Must possess the ability to fulfill the travel requirements of field assignments.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.