

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SPECIAL EDUCATION PROGRAMS COORDINATOR **GRADE:** 14

**TITLE ABBREVIATION:** SPEC ED PROG COR **TITLE NO.:** 6713

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

**DEPARTMENT:** PUBLIC HEALTH **DIVISION:** INTERVENTION SERVICES

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

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for providing support to the Committees on Pre-School Education (CPSE) for all Orange County school districts in order to assure appropriate services are provided and New York State Education laws and regulations are upheld. The position functions as a resource to all CPSE Chairpersons, families and Intervention Services staff on updates of and the application of New York State Education law and Part 200 of State Education Pre-school Regulations. Work is performed under the general supervision of the Director of Early Intervention Services with leeway allowed for independent judgement. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Monitors, evaluates and reports on special educational programs for pre-school age children offered by institutions;
2. Attends CPSE meetings as County representative to assure services approved are appropriate and in accordance with NYS regulations;
3. Prepares report on CPSE meeting and follows-up to assure needs of child are being met with appropriate services;
4. Acts as a liaison with NYS Education and keeps abreast of changing laws and regulations related to Special Education;
5. Reviews and provides input into each child's Individual Education Program (IEP) for content and appropriateness of curriculum;
6. Acts as a resource to school districts and provider agencies regarding timelines for submission of appropriate paperwork;
7. Conducts annual visitations to programs and service providers;
8. Maintains list of licensed and/or certified professionals available to provide services;

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9. Assists CPSE Chairs, agencies and parents with interpretation of CPSE process and NYS Education Law and Regulations;
10. Assists in the development of program procedures and policies for efficient program operation.

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

Thorough knowledge of state and local laws and programs relating to educational assistance for children with disabilities; good knowledge of the functions and scope of special education services provided by institutions to children with disabilities; good knowledge of the nature of disabling conditions; good knowledge of the available resources of public and community services and facilities; ability to establish and maintain good working relationships with clients and their families, professional groups, public and private agencies; ability to write and speak effectively; good powers of observation and perception; initiative; tact; good judgement; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Education, Early Childhood or Special Education, Psychology, Speech and Language Pathology, Occupational or Physical Therapy, Nursing, or closely related field and one (1) year of professional experience working with children under the age of 5; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Special Education, Nursing, Psychology, Occupational or Physical Therapy, or closely related field and three (3) years of experience as outlined in (A) above.

**SPECIAL REQUIREMENTS:** Possession of a valid NYS license/certification in Early Childhood Education, Special Education, Psychology, Speech & Language Pathology, Occupational Therapy, Physical Therapy, Nursing or closely related field. Must possess the ability to fulfill the travel requirements of field assignments.