

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 08/07/06

PRE-K SPECIAL EDUCATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class serves as the administrator of special education services provided through the county and ensures that the services provided are appropriate for and meet the educational needs of participating children. An employee in this position is the Oneida County representative to the Committee for Preschool Special Education. Work is carried out in accordance with Federal, State and local laws, rules, regulations and policies. Duties require coordination and communication with various school districts, community agencies, private and public service providers, insurance companies, Medicaid and state agencies. Work is performed under the general supervision of the Director with leeway allowed for the exercise of independent judgment in carrying out the daily work requirements of the program. Supervision is exercised over the work of other subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists Directors with the supervision, management and development of policies and procedures related to the program;

Attends and represents the county on each School District's Committee on Preschool Special Education (CPSE) for referred children and plays an active role as a member of the committee to identify appropriate services for eligible children three to five years of age;

Acts as consultant to CPSE chairpersons regarding matters of financial and related paperwork;

Coordinates and arranges transportation services for all eligible preschool children;

Monitors the current transportation program for the transporting of children to and from educational facilities and promotes and initiates alternative transportation services when cost effective;

Provides transporter contractor with lists of names, addresses, phone numbers and alternate drop-offs for children requiring transportation for each summer and school year and updates as needed;

Maintains contracts with approved programs and related services providers on behalf of the Health Department, including writing/revising bid specifications, advertising and advising regarding bid awards;

Assures that all required record keeping is maintained and appropriate correspondence is issued;

Verifies correct billing from service providers and authorizes their timely payment;

Reviews STAC (student tracking and accounting) approvals/forms and all other required forms for accuracy prior to processing and/or submission and amends forms as needed to ensure maximum NYSED reimbursement to Oneida County;

Attends meetings, seminars and workshops to keep informed of new laws, rules, regulations and directives regarding the education of children with disabilities.

Prepares accurate logs, records, forms and reports to monitor children in programs to provide billing information to assist in budget preparation and to assist in division planning.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Federal, State and local laws, rules and regulations pertaining to the services and education of children with disabilities and other health related programs; good knowledge of pediatric development in the following functional areas: cognitive, social-emotional, motor, adaptive, language and communication and the medical and psychological diagnostic instruments used to assess the needs of preschool developmentally delayed or disabled children; good knowledge of the medical and educational services available to program participants; good knowledge of the terms used to describe physical and learning disabilities; ability to interpret and understand complex rules and regulations and directives; ability to work effectively with others; good judgment, initiative, integrity, courtesy and tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Must possess a current Teacher Certification or the appropriate professional license which ever is applicable; **AND**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing, Special Education, Early Childhood Education, Psychology, Occupational Therapy, Speech Pathology, or Physical Therapy or a related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing, Special Education, Early Childhood Education, Psychology, Occupational Therapy, Speech Pathology, Physical Therapy, or a related field **AND** two (2) years of post degree experience responsible for providing professional services to special education children from pre-school to primary grade.

NOTE: Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time requirements.

NOTE: A copy of the certification or licensure must be submitted at time of application.

SPECIAL REQUIREMENTS: Applicants will be required to possess a valid NYS driver's license at time of appointment. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 10/24/01
Revised: 08/07/06