

## COORDINATOR OF SPECIAL NEEDS SERVICES

### DISTINGUISHING FEATURES OF THE CLASS:

This is professional and administrative work which involves coordinating and evaluating Dutchess County's provision of services to children with special needs which are mandated by law, including Preschool Special Education, Early Intervention Program and Children with Special Health Care Needs. The incumbent is responsible for all aspects of program administration: planning, implementation, quality assurance, fiscal management, computer and data systems oversight, problem analysis, community liaison, community development and regulatory controls. Duties include monitoring the effectiveness and efficiency of services provided by contract agencies. The work involves substantial interaction with families of children with special needs, community agencies and school districts. The work is performed under the general direction of the Commissioner or Assistant Commissioner for Administration in the Health Department. Supervision is exercised over professional and support personnel.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees the implementation of EI, PSE, CSHCN programs, i.e. quantity and quality of service providers, coordination of the systems, development of program models;
2. Develops program policies and procedures consistent with New York State Department of Health and Special Education Department standards;
3. Represents the county as the designated Early Intervention Officer;
4. Meets with team of professionals every six months to evaluate services and progress of children;
5. Assists in selection of an appropriate education program for each child;
6. Coordinates services provided by community agencies to ensure adequacy and effectiveness;
7. Serves as a community liaison in coalition building, program collaboration with hospitals, community agencies, schools, and other community groups as required;
8. Oversees financial reporting requirements, i.e. annual budgets, billing and grant accounting; monitors costs of services for efficiency;
9. Interprets questionable legal provisions to determine the extent of services to be provided;
10. Maintains a census of children being served by various programs.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and local laws and programs relating to mandated educational assistance and services for children with special needs;

Knowledge of the functions and scope of special education services provided by school districts and public and private agencies to children with special needs;

Knowledge of public administration practices to effectively administer multi-faceted programs, including grant administration, financial reporting, etc;

Knowledge of child development and the special needs of children from birth to school age;

Knowledge of available resources of public and community services and facilities;

Ability to understand, identify, assess, organize and coordinate complex activities relative to special education and pre-school program development;

Ability to supervise the work of professionals involved in intake and the assessment of the special needs of children;

Ability to write grants and proposals;

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (Cont'd)

Ability to establish and maintain good working relationships with clients and their families, professional groups, public and private agencies;

Ability to communicate effectively, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, Nursing, Social Work or a closely related field and two years of professional work experience working with children in teaching, nursing, or a human service field;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Nursing, Social Work or a closely related field and three years of professional work experience working with children in teaching, nursing or a human service field;
- OR:            (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTES:**

1.       Candidates must have the appropriate certification/licensure for their respective discipline, i.e. Teaching certificate, RN license and must submit a copy of the certification/licensure with their application.
2.       Possession of a New York State Driver License at time of appointment.

AR0203

ADOPTED:   01/10/84 (Coordinator-Special Education of Handicapped Children)

REVISED:   07/01/91

              01/11/01

              02/11/09