

SPECIAL EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving responsibility for evaluating and providing special education and related services to developmentally delayed or physically/emotionally disabled children. The incumbent may be primarily involved in two programs, i.e. the Social Services Department foster care program involving children 5-21 years of age and the Preschool Special Education program involving children 3-5 years of age through the Public Health Department. The incumbent may serve as a liaison between the Department of Social Services, schools, parents, foster homes and others involved in programs for the education of school aged disabled children. The incumbent may serve as a liaison between the Public Health Department and the CPSE of area school districts serving Delaware County children, parents and families of these children and others involved in the educational and related services for the 3-5 year old population. The incumbent serves as a member of the Public Health children with special needs team. The work is performed under the supervision of the Commissioner of Social Services and/or the Director of Public Health. Supervision of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Serves as the County's Representative at Committee on Preschool Special Education (CPSE) meetings as a member of the Public Health Department; May write and submit to the Commissioner of Social Services reports with recommendations on all Committee on Special Education (CSE) meetings (and any CPSE meetings where the child concerned is in foster care or in receipt of preventive/protective services); May write and submit to the Director of Public Health reports with recommendations on CPSE meetings; Works with CPSE/CSE and family members to develop and implement individual educational plans; Coordinates the development and implementation and oversight of contracts with service providers; Assists in obtaining financial assistance for preschool children with developmental delays; Assesses the availability or receipt of all forms of health insurance and provides information on Medicaid and Child Health Plus; Makes referrals to appropriate agencies for family support assistance. May act as a liaison between schools, agencies and parents. Acts as a resource for adoptive parents of disabled children; Acts as a resource for parents, schools, evaluators and providers in the 3-5 year old program; May represent the Department of Social Services at teacher's conferences and school functions on behalf of children referred by DSS; May provide or arrange for tutorial assistance on an as-needed basis. May assist in the registration of children in school and facilitates timely placements; May act as a resource for preventive services for youth classified as high risk or where the youth's behavior in school is a problem; May act as an advocate for children in foster care regarding educational programming; Writes dictation notes for all foster care, preventive or protective contacts on behalf of Social Services and transmits them to the assigned caseworker; Maintains appropriate CPSE records on all assigned cases in accordance with Public Health standards and NYS Education Department requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the education law as it relates to preschool children with developmental delays; Good knowledge of the organization of the primary and secondary educational system and particularly the approach to problems of special education; Good knowledge of the practices and procedures of various committees/groups involved in special education; Good knowledge of the principles and practices of the learning process of

children 3-21 years of age; Good knowledge of the special education and related service needs of children with developmental delays; Good knowledge of terms used to describe learning disabilities; Good knowledge of community resources available to children; Ability to collaborate and communicate effectively with school districts, families, providers, and children; Ability to establish and maintain effective helping relationships with children and families; Good powers of observation including the ability to practice active listening skills and display acceptance and tolerance for diverse points of view; Ability to analyze problems and to formulate and carry out plans to resolve these problems; Ability to write clear and accurate reports; Sensitivity; Emotional maturity and stability; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in a human services field: OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in a human services field and one year of experience providing or coordinating educational or human services, OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: A degree in a "human services field" includes social work, psychology, nursing, rehabilitation, special education, early childhood education, gerontology, speech therapy, occupational or physical therapy, child or family counseling, human development and community mental health.

Adopted 6/16/94

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Revised 8/5/96

Revised 10/20/98

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