

COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and supervising various phases of the Children with Special Needs 0-5 Program, including the Physically Handicapped Children's Program. An employee in this class assists in the development of policies and procedures relating to services to young children, coordinates assessment and intervention services, case management activities, transportation services, monitoring and controlling costs, assessing appropriateness of user service and assuring compliance with State and County Law, regulations and policy. The work is performed under general supervision of the Public Health Director and Deputy Public Health Director with wide leeway provided for the use of independent judgment. Supervision is exercised over professional and support staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates, plans, organizes, implements and evaluates services provided to young children

diagnosed with, or are at risk of developmental delays or disabilities, and their families to assure program compliance with applicable federal, state, and county regulations and procedures;

Formulates policies and procedures for the coordination and supervision of the Children with Special

Needs Program and recommends changes in organization as required to meet program objectives;

Responsible for oversight of program budgets and performs audits of billing and control

expenditures;

COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

Page 2

Researches and prepares consultant contracts and ensures compliance of contractors to service client needs;

Attends all meetings for preschool children with developmental delays or disabilities to plan for their academic programming under guidelines established by the New York State Education Department;

Oversees the coordination of activities between state and local agencies in meeting the goals and objectives of the Early Intervention Program;

Responsible for oversight of financial, statistical and other reports to comply with federal, state and local requirements;

Acts as a resource person and liaison with the community to develop awareness of programs available to children with special needs;

Represents the department at conferences and meetings and serves on boards, advisory committees, etc.

Develops and implements transportation guidelines for program, controlling costs and monitoring services to assure conformance to guidelines;

Under supervision, conducts preliminary negotiations for handicapped children with transportation providers;

May be required to negotiate for and monitor tuition and room and board costs for handicapped children;

Develops and sustains the clinical evaluation team;

Develops and sustains the Local Early Intervention Coordinating Council;

COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

Page 3

Plans and schedules work of assigned staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of State and Local laws, regulations, rules, policies and procedures regarding transportation of and funding of programs and services for families and children with special needs 0-5; good knowledge of rules and regulations pertaining to the education of children with developmental delays or disabilities; good knowledge of the aspects of contract negotiations, monitoring and evaluating; basic knowledge of accounting and auditing principles; ability to prepare local policies and Quality Assurance procedures regarding services for Children with Special Needs 0-5; ability to prepare financial and narrative reports; ability to establish rapport and deal effectively with a wide variety of specialty groups; ability to interpret data presented in tabular form; ability to plan, staff, manage, organize, coordinate and control the activities of a work unit; ability to present ideas clearly, both orally and in writing; tact; and courtesy.

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 or higher in social work, social science, public administration, business administration, education or a related field and one (1) year of administrative experience in providing human services to a client population; or

COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

Page 4

- (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 social work, social science, public administration, business administration, education or a related field and three (3) years of administrative experience in providing human services to a client population.

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 of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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