

**HOME/SCHOOL COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordination of admissions, program changes and discharges of students within the Special Education Program at Sullivan County BOCES and maintaining optimal collaboration with component school districts and community human service agencies to enhance program operation and delivery of services to meet student needs. The duties of the position are diversified and will include acting as Special Education liaison, in-taking new students, developing policies and procedures, processing student information, developing problem solving strategies, and assisting in the administration of various Special Education tasks. Work is performed under the supervision of the Director of Special Education with leeway for independently performing most duties of the position.

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.*

Determines appropriate placements for referrals to Special Education Program;

Chairs in-take staffing meetings;

Coordinates pre-school evaluation process;

Prepares written reports for court or other requesting agencies;

Participates on a variety of committees for long range planning of services and case management of individual student needs;

Provides information and referral services to parents and teaching staff;

Acts as liaison/BOCES representative to component school districts and local agencies;

Conducts tours of Special Education Program for parents, CSE personnel and district teachers;

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Assists with duties related to orientation of teacher aide substitutes;

Coordinates follow-up relative to attendance problems;

Processes requests for records on Special Education students;

Assists in administration tasks required for NYS Mandated Tests (PEP, PET, PCT, and RCT);

Arranges CSE Annual Review schedule and acts as BOCES representative at review meetings;

Processes changes in student information (i.e. demographics, related services, program changes);

Assists in development of class lists.

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

**TERISTICS**: Comprehensive knowledge of the programs, services and operation of the BOCES Special Education Program; knowledge of and rapport with the CSE staff of component school districts; good oral and written communication skills; ability to establish good working relationships with community agencies; good organizational and time management skills; knowledge of accessing services provided through local agencies; ability to work effectively with parents, teachers, and administration; ability to develop effective plans to meet student needs; ability to interpret policies and to make decisions based upon established policies and procedures.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Possession of a Master's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field; or
- (B) Possession of a Bachelor's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field, and two (2) years of experience in

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either teaching or in a position involving the delivery of human services; or

- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**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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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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