

Department: Public Health
Classification: Competitive
Grade: 13 Union

SPEC DISK B4
DOCUMENT 90

PRESCHOOL PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible as the Essex County representative to the Committee for Preschool Education, ensuring that special education services provided through a program are appropriate for, and meeting participating children's educational needs. Regulations are found under Article 89 of the State Education Law for Preschool Children ages 3-5 as established by the New

York State Education Department. The work is carried out in accordance with Federal, State and local agency policies under the general direction of the Director of Public Health. Leeway is allowed for the use of independent judgement in dealing with program guidelines in areas of committee representation, educational specialties and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews all evaluations for special education services of identified children to ensure that the services are appropriate and will meet the needs of the child according to an Individualized Education Plan (IEP) for each child in the program;

Participates in the decisions made by the Committee on Preschool Education as mandated by New York State Education Law as well as assists in determining the appropriate programs and additional services;

Prepares transportation information and makes initial contact with Education for Handicapped Children Program transporter, if necessary, to establish contractor transportation;

Prepares and maintains extensive paperwork including, but not limited to, accurate logs, records, forms and reports to monitor the children in programs as well as to provide information essential for proper billing and to assist in divisional planning regarding EHCP and financial/budgetary considerations;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules and regulations pertaining to the services and education of children with disabilities as well as other regulated health programs;

Good knowledge of pediatric development (cognitive and physical) and of Medical and psychological diagnostic instruments as they relate to assessing the needs of handicapped children;

Good knowledge of terms used to describe physical and learning disabilities;

Good knowledge of the medical and educational services available to program participants;

Ability to develop good working relationships with others;

Integrity and compassion;

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 Bachelor's Degree in Special Education or Elementary Education;
- B) Bachelor's Degree in Elementary Education with one (1) years experience in working with preschool children with disabilities;
- C) Bachelor's Degree in Human Services with (2) years experience in working with preschool children with disabilities;

Spec Written: September 7, 2007 (Pending Creation)