

Department: Public Health Nursing
Classification: Competitive
Grade: 13

SPEC DISK C11
DOCUMENT B97

PRESCHOOL PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and administering financial, educational, medical and transportation related services to preschool children having or suspected of having mental and/or physical disabilities. The incumbent serves as a member of the Committee on Preschool Special Education (CPSE). The incumbent gathers and reviews evaluations to determine eligibility and needed services for preschool program participants. The incumbent participates in planning the transition of children from the Early Intervention Program to the services provided by school districts. Work is performed under the general supervision of the Program Director for Children with Disabilities, with leeway allowed for independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates all components required of the Department for Committee on Preschool Education (CPSE);
Attends and participates in scheduled school district CPSE meetings for determining eligibility and forming the Individual Education Plan;
Coordinates all aspects of preschool program services;
Reviews all initial evaluation and/or progress reports on each child and makes recommendations for continuing eligibility;
Coordinates the transfer of information between County and School Districts pertaining to fiscal and programmatic services for children;
Reviews regulatory information from the New York State Education Department and the New York State Department of Health for compliance with service delivery requirements;
Interprets program regulation, policies and procedures to providers, parents, staff and CPSE Chairpersons;
Maintains ongoing awareness of all New York State Education Department approved program options for children with disabilities;
Prepares narrative, factual and data reports;
May participate in the development of policies and procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of regulations and procedures relative to financial, educational, medical and transportation services available to preschool children with mental and/or physical disabilities; ability to understand and interpret test information to determine eligibility for services in accordance with State regulations; good knowledge of regulations and procedures relative to reimbursement methods for preschool services to children with disabilities; ability to

communicate effectively both orally and in writing; compassion; integrity; 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 Masters Degree in Special Education or Elementary Education; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Special Education and one year of experience in providing services to children; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Elementary Education and two years of experience in providing services to children; or
- (d) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Service and five years of experience in providing services to children; or
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d).

ADOPTED: 08/27/2008