

ASSISTANT COORDINATOR FOR CHILDREN WITH SPECIAL NEEDS

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position which directly assists the Coordinator of Special Needs Services in coordinating and evaluating Dutchess County's provision of services to children with special needs which are mandated by law, including Preschool Special Education, Early Intervention Program and Children with Special Health Care Needs. The incumbent will assist in almost all aspects of program administration; planning, implementation, quality assurance, fiscal management, computer and data systems oversight, problem analysis, supervision of program staff, community liaison, community development, and regulator control for the program, with major emphasis on quality assurance and contract monitoring. The work involves direct interaction with service providers, community agencies, school district personnel and families of children with special needs. The work is performed under the general supervision of the Coordinator of Special Needs Services. Supervision is exercised over professional and support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and monitors multiple service contracts each year, including the development of outcome measures and quality assurance monitoring;
2. Assists Coordinator in the development of program policies and procedures for providing services to children which are consistent with NYS Department of Health and NYS Education Department standards;
3. Establishes standard contract language and procedures in conjunction with legal staff;
4. Develops and maintains network of various service providers to address needs of children in program;
5. Ensures all service contract requirements and deadlines are met according to prescribed standards;
6. Evaluates services being offered and recommends changes to Coordinator when necessary;
7. Develops bid specifications for assistive technology and follows through on bid process;
8. Oversees contract payments and claims to New York State, Third Party Insurance and Medicaid;
9. Clarifies questions on regulations and procedures from staff and outside agencies; researches and resolves problems and regulations when necessary;
10. Assists in Dutchess County Health Department and Comptroller audits and NYS Corrective Action Plans;
11. Works with departmental staff, specialists, teachers and parents to develop services to meet children's needs and to resolve problems;
12. Provides information to parents, school districts and community on the program and services provided;
13. Supervises staff in the unit and oversees the work of contractual service providers, monitoring for quality assurance, need for services and conformance with regulations;
14. Responds to and researches complaints from program participants and service providers and resolves when possible, bringing serious complaints to the attention of the Coordinator;
15. Prepares a variety of reports, correspondence, informational pamphlets, policies and procedures and minutes of meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of state and local laws and programs relating to mandated educational assistance and services for children ages 0-5 with special needs:

Good knowledge of the functions and scope of special education services provided by school districts and public and private agencies to children with special needs;

Good knowledge of typical child development and the special needs of children from birth to school-age;

Good knowledge of public administration practices to effectively administer multi-faceted programs, including grant administration, financial reporting, etc:

Good knowledge of the available resources of public and community services and facilities;

Ability to understand, identify, assess, organize and coordinate complex activities relative to special education and pre-school program development;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Ability to supervise the work of subordinate staff;

Ability to communicate effectively, with a wide variety of people, both orally and in writing;

Ability to establish and maintain good working relationships with co-workers, families, professional groups, public and private agencies;

Ability to learn and utilize a variety of software packages for word processing, database management and financial management;

Personal characteristics necessary to perform the duties of the position;

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 Master's degree in Education, Nursing, Social Work or a closely related field and one year of professional work experience working with children in teaching, nursing or a human service field:

OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Nursing, Social Work or a closely related field and two years of professional work experience working with children in teaching, nursing or a human service field;

OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Candidates must have the appropriate certification/licensure for their respective discipline, i.e. Teaching certificate, RN license.

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ADOPTED: 01/01/07