

PRE-SCHOOL PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for providing support to the Committees on Pre-school Education (CPSE) for all Rockland County school districts in order to assure that appropriate services are provided in accordance with New York State education laws and regulations. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends Committee on Pre-School Special Education meetings as a municipality representative delegate to ensure that approved services are appropriate and are in accordance with New York State regulations;

Observes children, as needed, in preparation for CPSE meetings and at the request of the chairperson;

Observes CPSE evaluations;

Acts as liaison with school districts and service providers to establish effective administrative procedures in order to ensure maximum reimbursement of funds to the County;

Visits programs to ensure compliance as well as the health and safety of the children;

Monitors and evaluates the reports for pre-school-age children;

Prepares reports on CPSE meetings and monitors services to ensure that each child's needs are being met and are provided in accordance with standards and regulations;

Interacts with school districts on programs, fiscal issues, services, legislation and policies and procedures;

Meets with families on behalf of their children in relation to programs and services;

Conducts on-site visits to providers in order to discuss and monitor quality assurance issues (i.e., transportation);

Shares results of the CPSE with the Early Intervention Official Designee;

Oversees and trains private providers on services, legislative issues, policies and procedures;

Attends local, regional, and state meetings and training classes, as required;

Maintains written material on policies and procedures, legislation and directives with respect to pre-school special education programs and legislation issues;

Assists CPSE chairs, agencies and parents with the pre-school process and programs by explaining New York State education laws and regulations, as necessary, gathering information, making recommendations, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and methods of early childhood special education; thorough knowledge of the regulations for Individual with Disabilities Education Act; thorough knowledge of NYS mandated State Education Pre-School Program; good knowledge of the programs and services for pre-school children 3-5 years of age; good knowledge of New York State Laws and guidelines regarding the provision of early intervention services and programs for disabled infants and toddlers, including transition to pre-school services; good knowledge of developmental delays in preschooler's; good knowledge of methodologies and therapies applicable to the instruction of pre-school children with special needs; ability to plan and implement an instruction program for children with special needs; ability to communicate effectively, both orally and in writing; ability to establish and maintain professional relationships.

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MINIMUM QUALIFICATIONS:

1. A Master's degree or higher in Early Childhood or Special Education, Psychology, or comparable curriculum, and two (2) years of post-master's experience in special education (e.g. teaching, counseling, coordinating a program), one (1) year of which must have involved administrative, supervisory or coordinating responsibilities as a major portion of the work, or
2. A Master's degree in Social Work and possession of a license and current registration as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education and two (2) years of post-master's experience in special education (e.g. teaching, counseling, coordinating a program), one (1) year of which must have involved administrative, supervisory or coordinating responsibilities as a major portion of the work.

SPECIAL REQUIREMENTS:

1. Possession of a permanent New York State license or certificate from the New York State Department of Education in an area relating to the education of children with special needs. This may include certificate or license in the following areas: special education, psychology, social work and educational administration.
2. Must maintain license and registration as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education throughout the course of employment in this title.
3. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.