

## **CHILDREN WITH SPECIAL NEEDS PROGRAM SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for managing availability of providers of therapeutic and educational services for the Broome County Early Intervention and Preschool Special Education Programs, and offering guidance in accordance with applicable federal, state and county regulations. The incumbent has responsibility for having knowledge of, and the interpretation of the laws and regulations for the Early Intervention and Preschool Special Education programs. Work is carried out under the general supervision of the Director of Children with Special Needs Programs with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over subordinate professional, paraprofessional and clerical employees. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews recommended Individual Family Service Plans for Early Intervention and Individual Education Plans for identified children to ensure that the services are appropriate and will meet the needs of the child and the family;

Supervises Early Intervention Service Coordinators;

Acts as primary point of contact for referrals to Children with Special Needs Programs, including but not limited to the Early Intervention Program, Preschool Special Education Program and the Children with Special Health Care Needs Program;

Provides information about and determines the appropriate program for referrals, assigns an Early Intervention Service Coordinator if applicable;

Prepares accurate logs, records, forms and reports to monitor the children in programs and to provide statistical data and information;

Facilitates the coordination of staff to implement procedures that will allow for maximum reimbursement from the New York State Education Department;

Attends meetings, 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 laws, rules and regulations pertaining to Early Intervention Services, Preschool Education of Children with Disabilities and other related 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 children with disabilities;

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 interpret the assessment of the needs of children with disabilities and assure recommended services are commensurate with the child's developmental level;

Ability to plan and supervise the work of others;

Ability to interpret and understand complex rules, regulations and directives;

Ability to develop good working relationships with others;

Ability to effectively utilize basic computer programs and to access information via the internet as needed;

Integrity and compassion.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Social Work, Public Health Administration, Special Education, Education or a related field and one year of experience in medical human services, nursing, special education or education; OR
- B) Bachelor's degree in Nursing, Social Work, Public Health Administration, Special Education, Education or a related field and two years of experience in medical human services, nursing, special education or education; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.