

DIRECTOR OF CHILDREN WITH SPECIAL NEEDS PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the fiscal management and supervision of programs dealing with a variety of services for children with special needs and their families. The Director plans, organizes, implements and evaluates the delivery of services provided by the division's staff and outside providers. The Director is responsible for the development of program, fiscal and administrative standards within the Early Intervention Services and Preschool Programs (0-5), including billing, maintenance of records, grants and reports. The work involves communication with federal and state agencies, school districts and local agencies as well as the public. Duties are performed under the general supervision of the Director of Public Health. Supervision is exercised over a staff of professionals, paraprofessionals and clerical employees. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Responsible for the administration and fiscal management of State and Federal programs dealing with a variety of services for children with special needs and their families;

Works with various aspects of all the programs to establish and maintain ongoing communication and collaboration with local, state and federal agencies, school districts, contracted providers and others;

Ensures an objective and smooth transition as children move between programs;

Plans, organizes, implements and evaluates the development of program, fiscal and administrative standards and program policies and procedures within the Early Intervention Program, Education of Handicapped Children's Program, and Children and Youth with Special Health Care Needs Program;

As the designated Early Intervention Official (EIO) for the EI Program, responsible for ensuring that children at risk are identified, that eligible children receive optimum services, and that optimum fiscal management of the program is maintained;

Fiscal responsibilities include preparation and oversight of the division's multimillion-dollar component of the Health Department's Operating Budget as well as both EI and CYSHCN program grant requests and budgets, budget forecasting, contract requests;

Reviews and approves billing and claiming for services and evaluations provided in the Preschool Special Education Program to assure compliance with Medicaid and NYSED regulations and to maximize reimbursement;
Responsible for program reviews and audits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the regulations which govern programs under Article 25 of Title II-A, Early Intervention;
Thorough knowledge of the regulations of the Commissioner of Education, Part 200 Students with Disabilities;
Good knowledge of Infant and Toddler Development;
Good knowledge of methods and principles of health administration and related special education programs for children with disabilities and delays;
Good knowledge of principles and practices of program evaluation;
Familiarity with the laws and regulations related to special programs for children with disabilities and delays;
Ability to understand and interpret complex written regulations;
Ability to gain the cooperation of others;
Ability to plan and supervise the work of others;
Ability to communicate effectively, both orally and in writing;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and/or database software, etc.;

Tact;
Good judgment;
Resourcefulness;

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Special Education, Public Health, Psychology, Social Work, Public Administration, Education or Business Administration and three years of experience in the delivery of professional health or special educational services, at least two of which must have been in a supervisory or administrative capacity*; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in any

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of the above-noted fields and five years of experience as described in A) above, at least two of which must have been in a supervisory or administrative capacity*; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

*Administrative or supervisory experience is defined as responsible direction and control of an organizational unit or program. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative or supervisory experience.

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