

**DATE:** March 11, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Michael Iapoce, Commissioner of Social Services  
1061 Development Court, Kingston, NY 12401

**JOB VACANCY:** Preschool Program Specialist / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Business Resrce Cntr

**SALARY:** \$31.01/hour (Grade 14)

**FILL DATE:** April 1, 2025



**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for serving as the municipal government representative of the Ulster County Committee on Preschool Special Education (CPSE) Services. The work is carried out in accordance with established requirements and involves a providing technical assistance and coordination to the committee. Work is performed under the general supervision of the Commissioner of Social Services or his/ her designee with leeway allowed in carrying out responsibilities. Supervision of others is not normally a function of the class. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of State Education Department regulations pertaining to preschool special education; good knowledge the theory and practice associated with child assessment and the treatment of early childhood developmental disorders; good knowledge of the programs and services available to the preschool special education population in the region; ability to identify positively with people; good organizational ability; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of work experience in a professional position responsible for providing services to preschool special education children.

**SPECIAL REQUIREMENTS:** Possession of appropriate professional certification or licensure acceptable to the New York State Department of Education in a field that provides professional services to preschool special education children. Acceptable fields include but are not limited to: Nursing, Special Education, Early Childhood Education, Psychology, Occupational Therapy, and Speech Therapy.

**Note:** College level course work in Preschool Education, Early Intervention, Special Education or a related field may be substituted for up to one year of the above experience. Wherein, thirty (30) credit hours equals one year of experience.

**Note:** A Master's Degree in Preschool Education, Early Intervention or Special Education may be substituted for the above required two (2) years of experience.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.