

## **PRESCHOOL PROGRAM SPECIALIST**

**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 providing technical assistance and coordination to the committee. Work is performed under the general supervision of the Director of Preschool and Early Intervention Services with leeway allowed in carrying out responsibilities. Supervision of others is not normally a function of the class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews evaluation reports on all children prior to CPSE meetings;

Discusses problematic candidates before meetings with the chairperson of CPSE, the provider or the parent;

Reviews transportation problems;

Researches service options for candidates;

Represents the Ulster County Preschool Program at CPSE meetings;

Insures the completion of required documentation;

Arranges for and assigns appropriate therapists for children receiving related services and completes appropriate documentation;

Monitors service programs for quality and appropriateness to client children;

May monitor contract therapists in providing services to eligible students;

Monitors contract preschool programs for children with disabilities;

Prepares and presents in-service training to contract transportation agencies;

Participates in the development of policies and procedures related to preschool programs;

Maintains communication with CPSE chairpersons regarding students, families, providers and State Education regulations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of State Education Department regulations pertaining to preschool special education; good knowledge of 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:** Either:

- A. Possession of a Master's or higher level degree in the social or behavioral sciences or education; **OR**
- B. Possession of a Bachelor's degree in the social or behavioral sciences or education and one (1) year of full-time paid or its part-time equivalent experience working with families with children with disabilities ages 0-5.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY  
4965 PRE SCH PRG SP  
Classification: Competitive  
4966 PSPS HLP  
Classification: Non-competitive  
Grade: 14  
Union: CSEA

Adopted: March 18, 1998  
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