

DIRECTOR OF PRE-SCHOOL/EARLY INTERVENTION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class will be responsible for the development of program policies and procedures for Pre-school Special Education and Early Intervention programs as mandated by law. This is a responsible position involving the supervision, planning, organization and evaluation of Ulster County's provision of services to eligible infants, toddlers and pre-school age children, with special developmental and educational needs, with the emphasis on quality assurance and contract monitoring. The work involves direct interaction with service providers, community agencies, school district personnel and families of children with special developmental and educational needs. The work is performed under the general supervision of the Commissioner of Social Services. Supervision is exercised over the Early Intervention Coordinator, other Pre-school Special Education personnel and support staff. 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.

Supervises and monitors staff for need for services, quality assurance, and conformance with federal, state and county regulations and procedures;

Plans, organizes, and evaluates services that are provided to infants, toddlers and pre-school age children with developmental disabilities, or at risk of developmental disabilities and their families, to assure program compliance with federal, state and county regulations and procedures;

Works with departmental staff, specialists, teachers and parents to develop services to meet infants, toddlers and pre-school age children's needs and to resolve problems;

Responds to and researches complaints from program participants and service providers, bringing serious complaints to the attention of the Ulster County Commissioner of Social Services;

Explains and clarifies regulations and procedures to parents, the staff and outside agencies;

Ensures that all service contract requirements and deadlines are met according to prescribed standards;

Oversees contract payment and claims to New York State, Third Party Insurance and Medicaid;

Develops program policies and procedures which are consistent with the New York State Education Department and New York Department of Health regulations and standards, for providing services to infants, toddlers and pre-school age children with special developmental and educational needs.;

Prepares reports, correspondence, informational pamphlets, policies and procedures and minutes of meetings;

Provides information on how to access the Early Intervention program and the services provided, to parents, school districts and the community;

Develops and maintains a network of various service providers to address needs of infants, toddlers and pre-school age children in the program;

Evaluates services being offered and recommends changes to the Commissioner when necessary;

Develops bid specifications for transportation and follows through on the bid process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of State Education Department regulations pertaining to pre-school and special education; thorough 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 infants, toddlers and pre-school special education population in the region; good knowledge of grant writing; good organizational ability; good powers of observation, perception and analysis; working knowledge of medical and psychological diagnostic instruments as they relate to assessing children with special needs; ability to plan, direct, and supervise the work of others; ability to communicate effectively both orally and in writing; ability to work well with others; good judgment; initiative; resourcefulness; patience; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Masters Degree in Education, Nursing, Social Work or a closely related field and three (3) years of professional work experience in working with children in Early Intervention and Preschool Special Education, teaching, nursing or a human service field, two (2) years of which must have been in a supervisory or administrative capacity in a human services/educational agency; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree in Education, Nursing, Social Work or a closely related field and four (4) years of professional work experience in working with children in Early Intervention and Preschool Special Education, teaching, nursing or a human service field, two (2) years of which must have been in a supervisory or administrative capacity in a human services/educational agency; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: For the purpose of qualifying for positions in this title, educational degree requirements in "health or human services" include majors in such areas as: Counseling, Early Childhood Education, Elementary Education (Pre-K - 6), Nursing, Psychology, Public Health, Social Work, Sociology, Special Education or a substantially similar field.

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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY

Adopted: 12/12/07

2643 DIR PR/EI

Classification: Competitive

2638 DPE HLP

Classification: Non-Competitive

NUMGT