

## **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 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.

**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 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 Masters Degree in Preschool Education, Early Intervention or Special Education may be substituted for the above required two (2) years of experience.

ULSTER COUNTY  
4965 PRE SCH PR  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: March 18, 1998  
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