

SCHOOL DISTRICT SPECIAL EDUCATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for ensuring that special education services provided through the program are appropriate for and meets participating children's educational needs and ensures that said services are in accordance with Federal, State and local laws, rules, regulations and policies. The work involves coordinating and communicating with various school districts, community agencies, private and public service providers, insurance companies, Medicaid and State agencies. An incumbent participates as a district representative and as an active member to the Committee on Preschool Special Education (CPSE). Work is performed under the general supervision of a higher level employee with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not a function of this 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.

Acts as consultant to the Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) Administrators regarding financial and related paperwork;

Schedules CPSE/CSE meetings and sends out membership invitation;

Coordinates meetings with private placement;

Coordinates service providers for prescriptions for Speech, Occupation and Physical Therapies, as well as prescriptions for Audiological and Developmental psychological and speech evaluations;

Consults with Early Intervention Officials and Early Intervention Service Coordinators on all children referred to CPSE from EI prior to EI child's third birthday when applicable;

Represents the district at the CPSE for referred children and attends all CPSE meetings for each child in the program when applicable;

Acts as a member of the CPSE to identify appropriate services for eligible children between the ages of three and five years when applicable;

Assists in maintaining accurate logs, records, forms and reports to monitor children in programs to provide information for compliance and state reporting;

Records requisitions through district finance manager software;

Reviews student tracking and accounting (STAC) and other required forms for accuracy before processing and/or submitting to the New York State Education Department (NYSED);

Reviews STAC approvals from NYSED for accuracy and amends as needed to ensure maximum NYSED reimbursement to Ulster County;

Completes the fiscal portion of the STAC1 (service and transportation) and STAC5 (evaluation) forms based on enrollment in ten month, twelve month and two month (summer school) programs;

Supervises Medicaid claims/reimbursements and automated voucher listings (AVL) reimbursements;

Processes transportation request;

Monitors the current transportation program for the transporting of children to and from educational facilities;

Maintains and distributes Supplemental Security Income request;

Attends meetings, seminars and workshops in order to keep apprised on new laws, rules, regulations and directives regarding the education of children with disabilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of basic procedures involved in human resource transactions and maintenance of personnel records; good knowledge of office terminology; ability to maintain a high level of confidentiality; ability to operate a personal computer and related equipment; ability to utilize common office software programs, such as word processing, spreadsheets and databases; ability to follow oral and written direction; ability to accurately maintain records and prepare reports; ability to communicate effectively both orally and in writing; ability to schedule and organize meetings, seminars and workshops; ability to communicate and deal with employees and the general public; ability to compose routine letters, memoranda and forms; ability to type accurately at an acceptable rate of speed; good judgment; resourcefulness; dependability; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Business, Education, Special Education, Human Services or closely related field and three (3) years of full-time paid or its part-time equivalent experience involving the maintenance and/or evaluation of records relating to education, special education or human services, one (1) year of which must have included supervisory experience; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent experience involving the maintenance and/or evaluation of records relating to education, special education or human services, one (1) year of which must have included supervisory experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
5746 SD S ED SP
Classification: Competitive
OA

Adopted: April 12, 2018
Revised: September 4, 2020