

SPECIAL EDUCATION SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position assists districts with questions and technical support regarding special education, RTI (response to intervention), and Medicaid software applications for school districts. The work involves assisting the Special Education Services Specialist I's and II's with coordinating the implementation and training for special education software applications. The incumbent works closely with school contact persons and software vendors for technical support, suggestions and other application requirements. The position normally resides in the Testing and Special Services Department within (MHRIC). The work is performed under the direct supervision of the Testing and Special Services Manager. 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.

Provides telephone and email assistance to Special Education Services Specialist I's and II's;

Prepares appropriate documentation for applications including mandated standardized IEP templates, tables and data entry forms;

Sets up trainings, demos and user group meetings;

Assists the Special Education Services Specialist I's and II's in training new and/or experienced school district administrators and support personnel in the use of computerized applications through individual district, group meetings and/or online audio and/or video meetings;

Assists the Special Education Services Specialist I's and II's in conducting presentations for potential users and other interested groups;

Coordinates a user group for the sharing of common problems and solutions under the direction of the Special Education Services Specialist I's and II's;

Assists in prioritizing the enhancements and maintenance for applications;

Assists the Special Education Services Specialist I's and II's in training Regional Information Center personnel on applications relative to testing and special services;

Consults with school district administrators and support personnel on the development, maintenance and effectiveness of applications;

Assists the Special Education Services Specialist I's and II's in serving as liaison for all designated applications for school districts;

Recommends system modifications or revisions, which will improve the tasks of users as well as center staff;

Prepares materials for meetings and training sessions, which support application requirements;

Supports and uploads statewide Information Repository System by uploading state reporting data from source designated applications;

May attend statewide meetings on special education procedures and share information with district personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of computer software applications supported by a Regional Information Center; working knowledge of special education, RTI and Medicaid software applications for school districts; working knowledge of available computer technologies and their application to the instructional environment; ability to problem-solve computer user related problems relative to software applications; ability to establish and maintain cooperative relations with others; ability to communicate effectively both orally and in writing; poise, tact and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and one (1) year of full-time paid, or its' part-time equivalent, experience in reporting Special Education and Medicaid mandates and/or experience in using current special education or RTI software products; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and three (3) years of full-time paid, or its' part-time equivalent, experience in reporting Special Education and Medicaid mandates and/or experience in using current special education or RTI software products; **OR**
- C. 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 in reporting Special Education and Medicaid mandates and/or experience in using current special education or RTI software products; **OR**
- D. An equivalent combination of training and experience as indicated 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
6883 SE SVC AST
Classification: Competitive
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Adopted: November 5, 2019