

HEALTH CARE ADMINISTRATOR(EDUCATION SERVICES FOR HANDICAPPED CHILDREN)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Commissioner of Health (Services for Children with Disabilities), the incumbent of this position is responsible for providing oversight to programs for infants, toddlers and preschoolers with special needs. The incumbent administers the day to day operations for the Children with Special Needs Services Unit involving administrative planning, coordination and monitoring of all aspects of both the Early Intervention and Preschool Programs. Frequent and extensive contact occurs with school district personnel, families of children with special needs- ages birth through 5, service providers and community partners such as DSS and Community Mental Health. Supervision is exercised over a number of professional and administrative support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements program policies and procedures for the Division of Children with Special Needs and for the implementation of Health Department policies in the area of assignment;

Supervises the Services Unit staff including but not limited to Early Intervention Specialists and Municipal Representatives;

Assists in the oversight of the Early Intervention Program and 4410 Preschool Program and works with the Assistant Commissioner to ensure that service providers and School Districts comply with federal and state laws and regulations specific to program eligibility determinations and appropriate levels of services delivered to children with special needs and their families;

Provides oversight of the County of Westchester Special Education Itinerant Services Program, (SEIS) and coordinates referrals made by school district Committees on Preschool Special Education to the County Program for special education teacher services to ensure regulatory program enrollment compliance;

Represents the Health Department and the Children with Special Needs Unit at meetings with various program and provider agencies;

Makes site visits to preschool programs and related services agencies to ensure compliance with federal, state and county program requirements;

Communicates with service providers, school districts and parents to discuss concerns for children enrolled in the Early Intervention Program and Preschool Program regarding the provision of timely services as per federal and state laws and regulations and provider capacity within the County;

Provides technical assistance and regulatory guidance for school district personnel regarding eligibility, services, transition evaluation process, billing procedures and available resources and community supports;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Provides training, guidance and consultation in the field of special education and other such services for infants, toddlers and preschoolers with disabilities and/or developmental delays to service providers and school district personnel;

Prepares and submits necessary reports for both early intervention and preschool program and makes appropriate recommendations;

Provides oversight to the Early Intervention "At Risk" Program for children referred to Early Intervention, ages birth through 2 who are considered "At Risk" for developmental delays and disabilities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, and email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of principles, techniques, standards and regulations relating to educational and clinical services for infants, toddlers, and preschoolers with special needs and/or developmental delays; thorough knowledge of community resources available in assigned area; ability to work effectively with local and state agencies, service providers, school districts and parents; ability to communicate effectively orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to develop and implement effective procedures; sound professional judgment; ability to plan and supervise the work of others; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Master's Degree\* in Special Education and five years of experience in a facility or agency where the position was primarily responsible for the administration or management of a program providing educational and/or clinical services to children (ages birth to 5 years) with special needs, three years of which must have been at the supervisory level; or (b) current licensure to practice Speech Pathology, School Psychology, Occupational or Physical Therapy and five years of experience as described in (a).

SPECIAL REQUIREMENTS

1. Possess and maintain a valid license to operate a motor vehicle in New York State, while in the title.
2. Possess permanent certification by the New York State Education Department in Special Education (N-Grade 6) or (Birth-Grade 6) at the time of appointment, and maintain same while in the title.

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NOTE: Only experience gained after attaining the minimum education level will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution

West. Co.  
J. C.: Competitive  
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Job Class Code: C2359  
Job Group: XIV