

PLACEMENT ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs all support services necessary to effect a smooth transition for each student enrolled in a special education program or discharged from such a program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of an administrator in special education, an incumbent is responsible for the implementation and follow through on all necessary work activities to ensure that each enrolled or discharged student will experience a smooth transition. This position involves extensive contact/interaction with school district officials, teachers, parents and other school personnel. Once the student is placed or discharged, an incumbent is charged with the responsibility to monitor student progress to determine if there are any problems with the placement and, if so, assist in the resolution of such. Supervision is not a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Gathers all relevant information from the local school district Committee on Special Education (i.e., medical, physical therapy, speech therapy, occupational therapy, psychology, social services) and school district teachers (i.e., Individualized Educational Programs (IEP's) regarding the status and specific needs of each student ready for placement or discharge;

Requests special transportation for students where necessary;

Keeps supervisor informed of the status of each student's placement on a timely basis;

Ensures that all student transcripts are complete and accurate;

Schedules appointments for student interviews and participates in arrangements for student interviews; may conduct tours of the school;

Maintains files on discharged students;

Logs and answers all telephone calls pertaining to student placements and discharge;

Performs related duties as assigned;

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

When Assigned to Discharge:

Forwards all relevant information to the student's Committee on Special Education in the home school district;

Visits community school districts to assist in a smooth transition for the student;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Notifies Department of Social Services and the physicians involved of the student's placement;

Attends Career Day Conferences sponsored by organizations in the surrounding communities and works in cooperation with the Vocation Education Director in arranging Career Week during the school year;

Arranges opportunities for interviews with appropriate sources for students seeking career placement upon discharge, and accompanies student to interview if necessary;

Researches colleges in the New York area to determine which are accessible to special needs students;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge and understanding of educational structures and systems in New York State; ability to establish and maintain effective and cooperative working relationships with a wide variety of people; ability to effectively communicate ideas and information orally and in writing; ability to make observations and report any difficulties associated with a student's placement; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; reliability; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation or possession of a high school equivalency diploma and two years of work experience which must have involved extensive contact with the public on the phone and/or through personal interaction; or (b) six years of work experience, including two years which must have involved extensive contact with the public on the phone and/or through personal interaction; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.