

DIRECTOR OF CHILDREN WITH SPECIAL NEEDS PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the fiscal management and supervision of programs dealing with a variety of services for children with special needs and their families. The Director plans, organizes, implements and evaluates the delivery of services provided by the division's staff and outside providers. The Director is responsible for the development of program, fiscal and administrative standards within the Early Intervention Services and Preschool (0-5), including billing, maintenance of records, grants and reports. The work involves communication with federal and state agencies, school districts and local agencies as well as the public. Duties are performed under the general supervision of the Director of Public Health. Supervision is exercised over a staff of professionals, paraprofessionals and clerical employees. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, implements and evaluates services provided to young children with developmental delays, disabilities, or at risk of developmental delays and their families to assure program compliance with applicable federal, state and county regulations and procedures;

Advises the Public Health Director and Deputy Public Health Director on matters pertaining to divisions' programs and related services;

Prepares program budgets, does budget forecasting, prepares grant requests and budgets, prepares contract requests, performs audits of billing and controls expenditures;

Audits subcontractors and program providers, offering technical assistance to ensure compliance with Federal, State and local regulations;

Oversees the coordination of activities between state and local agencies in meeting the goals and objectives of the programs;

Oversees and monitors the administrative activities of a wide variety of programs including record keeping, billing, personnel, reports and securing funding sources;

Interprets program goals and policies to individuals, groups, legislators and other service providers;

Acts as a resource person and liaison with the community to develop an awareness of children with special needs;

Represents the division/department at conferences, meetings, etc. and serves on boards, advisory committees, etc.;

Ensures that program objectives are effectively and efficiently carried out by division staff;

Develops program policy and procedures, evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;

Prepares financial, statistical and other reports to comply with Federal, State and local requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the regulations which govern programs under Article 25 of Title II-A, Early Intervention;

Good knowledge of Infant and Toddler Development;

Good knowledge of methods and principles of health administration and related special education programs for handicapped children;

Good knowledge of principles and practices of program evaluation;

Familiarity with the laws and regulations related to special programs for handicapped children;

Ability to understand and interpret complex written regulations;

Ability to gain the cooperation of others;

Ability to plan and supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and/or database software;

Tact;

Good judgment;

Resourcefulness;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Special Education, Public Health, Psychology, Social Work, Public Administration, Education or Business Administration and three years of experience in the delivery of professional health or special educational services, at least

two of which must have been in a supervisory or administrative capacity*; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in any of the above-noted fields and five years of experience as described in A) above, at least two of which must have been in a supervisory or administrative capacity*; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

*Administrative or supervisory experience is defined as responsible direction and control of an organizational unit or program. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative or supervisory experience.