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 Services Unit of the Bureau of Children with Special Needs involving administrative planning, coordination and monitoring of all aspects of the program. Frequent and extensive contact occurs with parents of infants, toddlers and preschoolers with special needs and/or developmental delays, service providers and school district personnel. Supervision is exercised over a number of professional and administrative support personnel. Does related work as required.

EXAMPLES OF WORK:  (Illustrative Only)

Implements policies and procedures for the Bureau 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 who are acting in the capacity of Early Intervention Official Designees (EIODs) and municipal representatives;

Assists in the oversight of the Early Intervention Program and 4410 Preschool Program and works with the respective EIODs to determine appropriateness of services, eligibility in accordance with state regulations, and quality of services delivered to children and families;

Provides oversight of the WCDH Special Education Itinerant Teacher Program (SEIT) and manages the 611/619 grant program with school districts;

Represents the Health Department at meetings with various agencies;

Makes site visits to provider schools and agencies to assure compliance with state and county program requirements;

Confers with service providers, evaluators, and parents to discuss scope and quality of services for children enrolled in the Early Intervention Program;

Provides technical guidance and assistance for school district personnel regarding eligibility, services, evaluation process and billing procedures;

Confers with local and state agencies, service providers and school district personnel as to the transition of preschoolers with special needs and/or developmental delays regarding available resources and community supports;

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 and makes recommendations;
EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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

May perform other incidental tasks, as needed.

REQUIRED 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) Master’s Degree* in Special Education Speech Pathology, School Psychology, Occupational or Physical Therapy, Early Childhood Education, or other related degree and five years experience in a facility or agency where the position was primarily responsible for the administration or management of a program providing clinical and/or technical services to children with special needs, three of which must have been at the supervisory level, or (b) a Master’s Degree* in one of the above fields and six years of professional experience in the field of programs for children with developmental disabilities and/or delays or early childhood education.

SPECIAL REQUIREMENTS

1. Possession of a valid license to operate a motor vehicle.
2. Permanent certification by the New York State Education Department in Special Education at the time of appointment.

NOTE: Unless otherwise noted, 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.