

MANAGER - QUALITY ASSURANCE (SPECIAL EDUCATION)
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Special Education, the incumbent of this position is responsible for ensuring the timely provision of recommended services for students enrolled in the Special Education Program of BOCES #1. Acts as liaison between students, parents, service providers, and school staff. Additionally, this position will forecast staffing requirements to meet the needs of the student population. Supervision is exercised over clerical personnel in the Special Education Department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements processes to collect and report data related to the provision of services required by students with disabilities to ensure compliance with federal and state requirements and BOCES budgeting needs;

Systematizes and organizes information from student IEP (Individual Education Program)(s) to ensure timely provision of recommended services;

Monitors services provided to students with disabilities to ensure requirements on IEP (Individual Education Program)(s) are met;

Communicates and coordinates with service providers to ensure students are receiving appropriate services;

Collects and maintains data based on student census, enrollment and attendance and produces statistical reports for analysis, program studies or state reports;

Collects and maintains data for students in the Special Education Department and generates reports to meet New York State Education Department mandates;

Monitors and tracks services provided to eligible students in order to ensure the integrity of programs;

Provides Director with specified data to assure efficiency, cost effectiveness and compliance with BOCES practices for programs offered;

Reviews service requests and identifies impact on current and planned staffing needs; make recommendations to Director for increase/decrease of staff levels as warranted;

Acts as liaison with other districts, parents and professional staff;

Enters, maintains and retrieves all records/information into automated systems equipment; updates and revises as needed to insure accuracy of data;

Tabulates and analyzes data, monitoring timelines of intake process;

Provides necessary information to Director of Special Education for billing purposes;

Prepares correspondence and reports in response to requests from parents, school districts; BOCES administrators, agencies, providers, etc.

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

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of New York State laws, rules and regulations governing the provision of Special Education services; good knowledge of the capabilities of automated systems to produce various formats, such as reports, tables, charts and file storage in an educational environment; good knowledge of the procedures used in compiling, tabulating and verifying statistical data; good knowledge of business English, office terminology, equipment and procedures; ability to gather and analyze information and draw logical conclusions; ability to communicate with others, both verbally and in writing; ability to establish and maintain effective working relationships with school district personnel and providers; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; thoroughness; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and a Bachelor's Degree* in Special Education, Human Services, Social Work, Sociology, Psychology or a related field and three (3) years of work experience in an educational setting (i.e.; public or private school, college, university, etc.) in which the primary function of the position was administrative or technical staff support which must have included the use of computer applications to maintain automated records or produce correspondence, spreadsheets, forms, reports or other documents.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Special Education, Human Services, Social Work, Sociology, Psychology or a related field may be substituted for one (1) year of the experience described above. All coursework must be verified by official transcript.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications 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.

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.