

PLACEMENT ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs all support services necessary to effect a smooth transition for each student enrolled by the Putnam/Northern Westchester BOCES Department of Special Education, or enrolled or discharged by Greenburgh SD #11; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Director of Special Education (BOCES) or Committee on Special Education Chairperson (Greenburgh S.D. #11), incumbent is responsible for the implementation and follow through on all necessary work activities to ensure that each enrolled student will experience a smooth transition to the program. This position involves extensive contact/interaction with school district officials, teachers, parents and other school personnel. Once the student is placed, incumbent is charged with the responsibility to follow-up in order 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;

Requests special transportation needs for students where necessary;

Keeps superior advised of the status of each student's placement on a timely basis;

Ensures that all student transcripts are complete and accurate;

Participates in arrangements for student interviews;

Maintains files on discharged students;

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

Performs related duties as assigned by supervisor.

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; ability to make observations and report any difficulties associated with a student's placement; good judgement; reliability; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation or possession of an 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.

BOCES #1 SD
Greenburgh S.D. #11
J. C.: Competitive
1a

Job Class Code: S045