

PRE-SCHOOL PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible fiscal and administrative position involving the allocation and reimbursement coordination of pre-school education programs. The incumbent also acts as a representative of Cattaraugus County at pre-school Special Education Meetings evaluating the needs of pre-school aged children with special needs. The work is performed under the direction of the Director of the County Youth Bureau who works in close cooperation with school districts and the County Health Department. A Pre-School Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Attends pre-school Special Education Meetings in an effort to develop and provide case plans;
- Explains options and case plans to parents of pre-school special needs children;
- Prepares applications for grants-in-aid for programs to create or expand services to special needs pre-school children;
- Prepares and assists in preparation of Youth Bureau claims for state-funded programs;
- Prepares fiscal reports for county and youth bureau purposes;
- Assists in conducting surveys and otherwise gathering information and statistics on pre-school children needs and available services as a basis for developing programs;
- Assists in the formulation of policies and long and short term plans involving preschool services;
- Cooperates with the director of the Youth Bureau to ensure that Division for Youth policies, procedures, and regulations are adhered to;
- Consults with parents, teachers, and school personnel to determine causes of problems and effect solutions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the fiscal requirements, policies, rules, and regulations needed to secure funding and reimbursement from New York State Division for Youth; knowledge of the developmental and service needs of pre-school children; knowledge of community agencies providing services to pre-school children; ability to secure working relationship with the public, school districts, and funded agencies; ability to express oneself both orally and in writing; ability to get along well with others; good judgement; reliability; physical condition sufficient to perform the essential function of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in the social or behavioral sciences or education;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in the social or behavioral sciences or education and two years of experience involving the administration, delivery, or monitoring of adolescent services.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/15/94