

PROJECT DIRECTOR – REGIONAL EARLY CHILDHOOD DIRECTION CENTER

Code No. 4-16-195

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for administering and coordinating the activities of the Regional Early Childhood Direction Center at Monroe #1 BOCES for children with special needs--birth through their first five years. Work involves providing technical assistance and training on early childhood special education issues to counties within New York State, working with governmental and community-based organizations, parent education training and providing direction to other local and state initiatives. The employee reports directly to and works under the general supervision of a higher-level administrator. General supervision is exercised over a subordinate professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates activities of the regional community-based clearinghouse of information about services located at the Center;

Coordinates and provides technical assistance and training programs conducted throughout the eleven-county region on early childhood special education issues;

Provides leadership to collaborative planning, policy review, advocacy and project implementation with governmental and community-based organizations and constituents;

Provides general administration and supervision over personnel, budget, facilities and internal communications of the Center;

Oversees the Parent Education Training Program conducted throughout the eleven-county region;

Oversees the Center's activities at the Neonatal Continuing Care Program at Golisano Children's Hospital at Strong Memorial Hospital;

Develops and implements statewide initiatives as assigned or contracted for with varying governmental agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of adolescent psychology and early childhood development; thorough knowledge of special education principles and practices; good knowledge of community resources for early childhood and special education; good knowledge of rules and regulations of the New York State Education Department as they relate to early childhood education; ability to plan, develop, implement, monitor and modify a broad-based training initiative for special education professionals, other staff working with children and/or parents; ability to provide technical assistance to other professional staff concerning early childhood education and children

with special needs; ability to supervise staff; ability to develop and monitor a program budget; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; organizational ability; analytical ability; good judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full time or its part time equivalent professional* experience in an educational environment that involved instructing or teaching, OR other experience that involved program development that included administrative duties such as budgeting and developing training or education programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus one (1) year of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Professional experience does not include clerical or secretarial type duties.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 5, 2007