

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3927300

Coordinator Special Education, Grade 25

Brief Description of Class

The Coordinator Special Education oversees and coordinates the activities of special education programs in all New York State correctional facilities.

This position is classified in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Coordinator Special Education: one position class; plans, directs, and supervises the overall operations of all special education programs within DOCCS.

Related Classes

The Special Subjects Coordinator develops and coordinates all recreational programs within DOCCS.

Illustrative Duties

Ensures that all aspects of each inmate's program, and the Department's special education program as a whole, conform with State and federal guidelines.

- Ensures compliance with State and federal mandates.
- Reviews all pertinent legislation and make recommendations for appropriate changes in Department policies and procedures.
- Works with other State agencies to effectuate additional legislation and/or other changes.

Acts as Chairperson of the Department's Committee on Special Education.

- Monitors the activities of all special education subcommittees located in correctional facilities throughout New York State.
- Manages and oversees the budget for all allocated Special Education funds.
- Manages and ensures the timeliness and accuracy of all required reporting systems.
- Reviews and approves all individual education plans for inmates under the age of 21 who are in need of special education.
- Ensures that all necessary pre-sentencing documentation, tests and other material have been included and request additional documentation and/or testing, if needed.
- For inmates who are under 18 years of age, ensures that a parent's signature has been obtained. Appoints a surrogate parent or guardian if one is not available.
- Recommends appropriate services and facility placement where services can be provided.
- Establishes positions of teacher assistants as needed and assists facilities with recruitment and training of teaching assistant staff.

Acts as liaison between DOCCS, other public and private agencies, and other DOCCS units.

- Maintains relationships with the Office of Mental Health, the Office of People with Developmental Disabilities, the State Education Department, the Office of Vocational Rehabilitation, the Veterans' Administration, and other State and federal agencies.

Minimum Qualifications

Open Competitive: Possession of a permanent New York State teaching certification in special education and four years of full-time experience in teaching special needs students, at least one year of which must have been spent teaching inmates in a correctional setting; or two years of experience in the direct supervision of a multi-faceted special education program in a correctional setting.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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