

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

Classification Standard

Occ. Code 3947210

Developmental Specialist 1, Grade 14	3947210
Developmental Specialist 2, Grade 17	3947220
Developmental Specialist 3, Grade 19	3947230
Developmental Specialist 4, Grade 22	3947240

Brief Description of Class Series

Developmental Specialists are certified teachers who specialize in educating students with intellectual and/or developmental disabilities. Incumbents function as primary contributors to individual education programs (IEP) for students in Developmental Disabilities State Operations Office (DDSOO) programs; serve as members of program planning teams; and develop individual program plans (IPP), which are used to encourage and assist individuals in developing basic education, self-help, communication, and prevocational skills.

Positions are classified in the Office for People With Developmental Disabilities.

Distinguishing Characteristics

Developmental Specialist 1: appointment level; under the supervision of a higher-level Developmental Specialist, assists in the development and implementation of IEPs, IPPs, and instructional programs for a group of students.

Developmental Specialist 2: full performance level; under the supervision of a higher-level Developmental Specialist, participates in the development of IEPs and IPPs for a group of students; independently develops and implements instructional programs; and may supervise Developmental Specialists 1 and/or direct care staff.

Developmental Specialist 3: advanced performance level; coordinates the implementation of IEPs and IPPs with interdisciplinary staff; and may supervise lower-level Developmental Specialists and/or direct care staff.

Developmental Specialist 4: supervisory level; plans, evaluates, and directs a DDSOO education program; and supervises lower-level Developmental Specialists.

Related Classes

Habilitation Specialists carry out a variety of activities in support of individuals with intellectual and/or developmental disabilities; assist them in developing pre-academic, academic, self-help, communication, prevocational, and appropriate community skills; and help individuals reach their optimal level of functioning by developing habilitation plans, setting goals, and monitoring individuals' progress in reaching those goals.

Teachers utilize professional training and experience to assess students' learning abilities, plan and instruct curriculums and lessons, and evaluate the performance and progress of individuals in academic or commercial subjects. Positions are classified in the Department of Corrections and Community Supervision, Office of Children and Family Services, and Office of Mental Health.

Illustrative Duties

Developmental Specialist 1

Collaborates with interdisciplinary teams and assists in developing comprehensive IEPs and IPPs, consistent with students' needs, to create effective school programs, enable students to reach their highest learning potentials, and improve learning outcomes.

Evaluates students' strengths, abilities, needs, and goals.

Assists in the development and implementation of instructional programs for basic skills development based on IEPs and IPPs, including intervention strategies and behavior modification techniques, for individual or group settings.

Administers evaluations, reviews performance data, updates objectives, and recommends modifications to IPPs to ensure students' progress.

Maintains ongoing communication with parents or guardians, classroom team members, and program directors to promote learning and development across various settings.

Completes, updates, and maintains IEP documentation for students as required by the New York State Education Department; and ensures that federal and State regulations are followed.

Attends and participates in conferences, training programs, and quality assurance activities.

Developmental Specialist 2

Independently performs the tasks and activities of a Developmental Specialist 1.

May train and perform the full range of supervisory duties over Developmental Specialists 1 and/or direct care staff.

Developmental Specialist 3

Performs the tasks and activities of a Developmental Specialist 2; and coordinates with and trains interdisciplinary staff on the implementation of IEPs and IPPs.

May perform the full range of supervisory duties over lower-level Developmental Specialists and/or direct care staff.

Developmental Specialist 4

Performs the tasks and activities of a Developmental Specialist 3; and plans, evaluates, and directs a DDSOO education program.

Oversees and coordinates education program evaluation and planning activities; ensures that education program policies, procedures, and activities comply with applicable standards, laws, rules, and regulations; and participates in planning and coordination meetings to address education program issues or concerns.

Provides information on education program performance and development to management and staff involved with individuals' IEPs or IPPs.

Coordinates programs for students attending public and private community schools within the region; and serves as a liaison with community school districts serving individuals that reside in DDSOO residences.

Performs the full range of supervisory duties over lower-level Developmental Specialists.

Minimum Qualifications

Developmental Specialist 1

Open Competitive: possession of a provisional certificate as a Students with Disabilities (SWD) teacher, or Childhood or Early Childhood teacher with an SWD extension in New York State.

Developmental Specialist 2

Open Competitive: possession of a permanent certificate as an SWD teacher, or Childhood or Early Childhood teacher with an SWD extension in New York State.

Developmental Specialist 3

Promotion: one year of service as a Developmental Specialist 2, and possession of a permanent certificate as an SWD teacher, or Childhood or Early Childhood teacher with an SWD extension in New York State.

Open Competitive: possession of a permanent certificate as an SWD teacher, or Childhood or Early Childhood teacher with an SWD extension in New York State; and one year of post-certification education and/or habilitation experience in the field of SWD.

Developmental Specialist 4

Promotion: one year of service as a Developmental Specialist 3, and possession of a provisional or permanent certificate as a Principal, School Administrator/Supervisor, or School District Leader in New York State.

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 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.

Date: 9/2021

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