

## New York State Department of Civil Service

### DIVISION OF CLASSIFICATION & COMPENSATION

#### Classification Standard

**Occ. Code 3561800**

|                                                       |                |
|-------------------------------------------------------|----------------|
| <b>Coordinator of Special Education Services, M-4</b> | <b>3561800</b> |
| <b>Director Special Education Services, M-5</b>       | <b>3508700</b> |

#### Brief Description of Class Series

Positions in this series promote educational equity and excellence for students with disabilities by ensuring a system of supervision, program development, policy analysis and development, and support services for all special education services across New York State to meet the requirements of federal and State laws and regulations.

These positions are classified only at the State Education Department (SED).

#### Distinguishing Characteristics

*Coordinator of Special Education Services:* managerial level; under the direction of the Director Special Education Services, coordinates and oversees the activities, staff, and resources of assigned units; and administratively supervises Education of Children with Disabilities staff.

*Director Special Education Services:* one position class; under the general direction of executive staff, directs all programs, activities, and staff of the Office of Special Education; leads the implementation of the Board of Regents policies related to special education programs and services; and administrative supervises Coordinators of Special Education Services and staff.

#### Illustrative Duties

##### *Coordinator of Special Education Services*

Develops and implements cross-functional workstreams, supports product development, and builds staff capacity.

Ensures compliance and improved performance, consistent with the Individuals with Disabilities Education Act's (IDEA) accountability requirements.

Provides technical assistance to stakeholders to ensure provision of high-quality customer service.

Manages the timely identification, monitoring, and correction of non-compliance with federal and State special education laws and regulations in the public schools, Board of Cooperative Education Services (BOCES), charter schools, and other entities providing special education programs and services in regions throughout the state.

Collaborates with the Office of Special Education (OSE) Management team to ensure the effective implementation of the OSE Educational Partnership Regional Resource Planning and related activities.

Provides oversight of respective units, including development and review of requests for proposals (RFPs) and memorandums of understanding (MOUs), contract/grant monitoring activities, and meetings with contract holders.

Oversees and manages OSE systems change initiatives to ensure the protection of the rights of students with disabilities and their parents.

#### *Director Special Education Services*

Advises executive staff on matters of policy, program development, and IDEA accountability system.

Ensures the integrity of the monitoring system, including the investigation of complaints, for all public and private schools serving New York State preschool and school-age students with disabilities.

Ensures a system of due process, including special education mediation and impartial hearings.

Oversees the operation of State Operated Schools.

Develops a State Performance Plan, Annual Performance Plan, and State Systemic Improvement Plan.

Develops proposals for State law and regulation, and the development of policy and guidance, to ensure New York State compliance with IDEA.

Ensures that IDEA funded networks and system of professional development are fulfilling all grant conditions.

Collaborates with agency offices on projects and initiatives that affect integration and improved outcomes for students eligible under IDEA.

Collaborates with the Office of Counsel relative to special education litigation.

Meets with stakeholders and advocacy groups.

### Minimum Qualifications

#### *Coordinator of Special Education Services*

Promotion: One year of permanent service as a Supervisor in Education of Children with Disabilities or an Associate in Education of Children with Disabilities.

#### *Director Special Education Services*

Open Competitive: A master's degree and seven years of experience in the administration and coordination of special education, consistent with current federal and State laws regarding the provision of programs for students or individuals with disabilities. Three years of this experience must have been at a managerial level.

A JD may substitute for one year of experience; a PhD may substitute for two years of experience.

**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 required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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