

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

Classification Standard

Occ. Code 3567300

Supervisor Education Children with Disabilities, Grade 28

Brief Description of Class

Supervisors Education Children with Disabilities provide oversight, coordination and supervision to Associates in Education Children with Disabilities who perform various technical, consultative and compliance monitoring services relating to the provision of special education. Incumbents ensure compliance in all programs serving students with disabilities in the region with the provisions of State and federal law and regulation and policies at the State Education Department (SED).

Distinguishing Characteristics

Supervisor Education Children with Disabilities: second supervisory level; supervises two or more Associate in Education Children with Disabilities.

Illustrative Tasks

Oversees special education program areas and ensures that State and federal standards are met.

- Develops and proposes regulations and policies to implement State and federal laws for the enhancement of educational programs and services for students with disabilities.
- Instructs and advises special education and administrative staff in matters pertaining to applicable laws, regulations and policies.
- Oversees quality assurance site reviews through established protocols, and ensures site reviews are timely, effective, and reported.
- Provides support and intervention to schools and districts with students with disabilities failing to meet quality or compliance standards pursuant to State and federal law, rules, or regulations.
- Participates in SED interdisciplinary quality review teams and workgroups.

- Reviews and approves capital construction projects, rate appeals, and program staffing standards for non-district programs.
- Reviews and recommends determination actions for all special education program applications and amendments subject to SED oversight and approval.
- Develops informational materials, including training manuals, resource guides, and other booklets and pamphlets.

Prepares reports concerning program areas and determines students' needs in special education programs.

- Oversees on-site evaluations of special education programs in schools, reviews or prepares written reports, and provides documentation to support conclusions and recommendations.
- Prepares written reports about the nature of students' disabilities, and effect on ability to benefit from education programs.
- Communicates results of reviews to internal staff members and to external stakeholders, such as school superintendents and special education program directors verbally and in writing.
- Conducts comprehensive analyses of education service delivery systems specific to special education.
- Researches and identifies best practices in educating students with disabilities.
- Analyzes whether educational programs provided to students by school districts or approved providers meet quality standards and requirements.
- Oversees determinations on regulatory and statute variance and waiver requests pertaining to students with disabilities.
- Evaluates individual building proposals and educational space availability for students with disabilities.

Serves as a resource in individual appeals and liaisons with community organizations.

- Oversees investigations of all formal complaints pursuant to federal regulations.

- Reviews general parental grievance actions, appeals, and other sensitive matters related to education programs for students with disabilities.
- Oversees reviews of tuition rate appeals and make recommendations.
- Supervises staff in file reviews and appeal decision drafting.
- Meets with and advises stakeholders, parent groups, and committees on students with disabilities concerning due process matters.
- Develops training programs.
- Plans and conducts workshops, conferences and other meetings for committees on students with disabilities.
- Advises the public on special education issues.

Minimum Qualifications

Supervisor Education Children with Disabilities

Promotion: one year of permanent service as an Associate in Education Children with Disabilities.

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.

Date: 10/2020

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