

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Department of Health**  
***Children with Special Needs***  
***Special Educator***  
**\$56,062 - \$68,521**  
**DATED: November 26, 2024**  
**LAST DAY FOR FILING: December 11, 2024**  
**EOE**

**GENERAL STATEMENT OF DUTIES:** Provides special education services, screenings and/or evaluations to children birth to 5 years of age and coordinates children's services for programs within the department; performs other related duties as may be required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for providing direct special education services, screenings and/or evaluations to children in an educational and/or home-based setting to improve cognitive, social, and adaptive functioning of the child. The Special Educator works in the Department of Health and is supervised by the program coordinator; however, this position is not responsible for supervision over other departmental personnel.

**EXAMPLES OF WORK:** (Illustrative only)

- Provides center/home based (itinerant) special education services and teaching activities to children between the ages of birth through 5 years of age;
- Provides services that are directed by each individual child's needs within an IFSP, IEP;
- Is responsible for attending CPSE meetings at various school districts;
- Participates in CPSE meetings to determine the type of programming a child would be eligible to receive;
- Works closely with parents, classroom teachers, services providers and district CPSE chairpersons;
- Completes evaluations, re-evaluations, progress notes, consultations and discharge summaries on patient/client chart;
- Conducts supplemental special education evaluations on individual children;
- Provides periodic review of ongoing children being served through CPSE meetings;
- May assist in the development of special education policies and procedures;
- Assists in the development of and participates in the department's in-service education programs;
- May conduct new staff training and/or outside agency in-services;
- Does other related work as required and assigned by supervisor.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of special education; thorough knowledge of children's special needs conditions and socio-economic factors affecting special needs/ disabilities; good knowledge of community resources available to support or supplement special education programs; ability to prepare accurate reports; good professional judgment; ability to establish and maintain satisfactory working relationships with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Master's Degree from a regionally accredited institution of higher education or from an institution authorized by the Board of Regents to confer degrees and whose programs are registered by the Department of Education.

**SPECIAL REQUIREMENTS:** Candidates must also possess a permanent NYS certification in either K-12 Special Education issued prior to 2/2/2004 or Students with Disabilities Birth to Grade 2.

A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)