

NOTICE OF VACANCY

DEPARTMENT: Public Health
TITLE: Pre-K Special Education Specialist
GRADE/SALARY: 31W - \$48,263 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class serves as the administrator of special education services provided through the county and ensures that the services provided are appropriate for and meet the educational needs of participating children. An employee in this position is the Oneida County representative to the Committee for Preschool Special Education. Work is carried out in accordance with Federal, State and local laws, rules, regulations and policies. Duties require coordination and communication with various school districts, community agencies, private and public service providers, insurance companies, Medicaid and state agencies. Work is performed under the general supervision of the Director with leeway allowed for the exercise of independent judgment in carrying out the daily work requirements of the program. Supervision is exercised over the work of other subordinate personnel. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Early Childhood Education, Nursing, Occupational Therapy, Physical Therapy, Psychology, Special Education, Speech Pathology, or a related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Early Childhood Education, Nursing, Occupational Therapy, Physical Therapy, Psychology, Special Education, Speech Pathology, or a related field **AND** two (2) years of post-degree experience responsible for providing professional services to special education children from pre-school to primary grade.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time requirements.

SPECIAL REQUIREMENT: Applicants will be required to possess a valid NYS driver's license at time of appointment. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: January 24, 2022

****Oneida County is an equal opportunity employer****