

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Public Health
TITLE: Pre-K Special Education Specialist
SALARY (GRADE): \$53,330 (31W) 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) Possession of Master's Degree in Early Childhood Education, Nursing, Occupational Therapy, Physical Therapy, Psychology, Special Education, Speech Pathology, or a related field; **OR**
- (B) Possession of 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.

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

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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: May 31, 2023

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

04/14/2023