

Special Education Monitor Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: BOCES BD. 12/2/87

Revised: 12/00; 08/02; 10/02; 8/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Possession of an Associates degree or at least 60 college credit hours of study from a regionally accredited or New York State registered college or university; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working with children or individuals with disabilities; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for providing supervision for students referred to the Quiet Area. The incumbent observes behavior and insures the health and safety of students in the Quiet Area. The work includes keeping records submitted by teachers on students' problems; determining the conditions which must be met before the student is able to return to the regular classroom setting. Work is performed under the direct supervision of the Special Education Supervisor and general supervision is given by the Director of Special Education. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises students referred to the Quiet Areas;
- Maintains records on student's problems as reported by teachers;
- Assesses student's problems and determines when students are able to return to the regular classroom setting;
- Restrains students who are out of control in classrooms, halls and activity centers;
- Attends treatment planning cluster meetings and staff meetings;
- Maintains communications with staff on student's problems, both verbally and in writing;
- Supervises students' lunch period;
- Performs routine duties as assigned by the Special Education Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of developmental stages of growth;
- Ability to get along well with children and command their respect;
- Ability to effectively relate to student's social and emotional needs;
- Ability to restrain out of control students;
- Ability to communicate both verbally and in writing;
- Good powers of observation;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 12/21/87

s66.doc