
Job Title	Special Needs Program Manager
PVN ID	VA-1706-001860
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Aug 07, 2017 (Or Until Filled)

General Description

The Informal Family Child Care Project (IFCC), a project of the New York Early Childhood Professional Development Institute at the City University of New York (CUNY), endeavors to elevate the quality of care for children in home-based (family child care) settings in New York City by assessing and supporting the needs of, advocating for, and increasing the skills and capacity of home-based child care providers through a comprehensive array of professional development opportunities. In addition, IFCC also supports providers in licensed and informal family child care settings who care for children with special needs by offering professional learning opportunities and outreach.

The Institute is a dynamic public-private partnership that works to ensure that all early childhood practitioners have access to a comprehensive, high-quality system of professional development. The Informal Family Child Care Project is seeking a full time (35 hours per week), bilingual (Spanish/English speaking) Special Needs Program Manager.

Position Description

The Special Needs Program Manager will be responsible for coordinating all aspects of IFCC's Special Needs Program, including working closely with the New York City Administration for Children's Services (ACS) to establish criteria and review applications for the city's Special Needs Rate (SNR) or Special Needs Code from ACS-funded licensed and informal Family Child Care providers and make individual determinations of need and appropriate rate. The Special Needs Program Manager will identify and develop relevant, dynamic professional learning opportunities and resources and make them available per request and as needed.

The Special Needs Program Manager will report to the Director of the Informal Family Child Care Project.

Other Duties

The Special Needs Program Manager's responsibilities will include, but are not limited to:

- Develop and revise approval criteria for NYC's Special Needs Rate or Code.
- Review and approve applications for NYC's Special Needs Rate from home-based child care providers caring for children with special needs.
- Maintain knowledge of current Special Education regulations and best practices.
- Monitor and track all program data, including utilization of a database to track SNR applications, documentation and approvals, as well as correspondence with providers and the city.
- Provide technical assistance expertise and consultation to home-based children care providers caring for children with special needs.
- Collaborate with IFCC's Curriculum Developer and Training Coordinator in the design, dissemination, facilitation and tracking of professional learning opportunities and resources for home-based child care providers currently caring for or interested in caring for children with special needs.
- Complete program report on a quarterly basis and as needed.
- Provide strategic direction in all aspects of the project.
- Liaise with the ACS Special Needs Review Unit.
- Provide guidance to other Institute staff and departments around special needs issues as needed.
- Other duties and projects as assigned.

Qualifications

- Commitment to the mission of the Institute, IFCC and CUNY.
- A Bachelor's Degree from an accredited institution of higher learning in Early Intervention, Special Education, or Early Childhood Education; Master's Degree highly preferred.
- Valid NYS Training and Technical Assistance Professional Credential (TTAP) or eligible for TTAP Credential.
- Five years of teaching and/or case management experience in early childhood education and/or special education.
- Knowledge of local, state and federal special education laws and regulations, including preparing, interpreting and/or implementing Individualized Education Plans (IEP).
- Ability to communicate and interact effectively with multiple constituencies.
- Excellent oral and written communication skills.
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- High level proficiency with Microsoft Excel, Word and Outlook, as well as working with databases.
- Experience working collaboratively and independently and ability to manage multiple tasks simultaneously.
- Detail-oriented team player.
- Initiative, leadership and tenacity.
- Fluency in spoken and written Spanish preferred.

Salary \$60,000 - \$65,000

To Apply

Please submit a coverletter and resume with your application.