



Assistant Coordinator for Children with Special Needs
Department of Health
2026 Salary: \$88,530

This is a professional position which directly assists the Coordinator of Special Needs Services in coordinating and evaluating Dutchess County's provision of services to children with special needs which are mandated by law, including Preschool Special Education, Early Intervention Program and Children with Special Health Care Needs. The incumbent will assist in almost all aspects of program administration; planning, implementation, quality assurance, fiscal management, computer and data systems oversight, problem analysis, supervision of program staff, community liaison, community development, and regulator control for the program, with major emphasis on quality assurance and contract monitoring. The work involves direct interaction with service providers, community agencies, school district personnel and families of children with special needs. The work is performed under the general supervision of the Coordinator of Special Needs Services. Supervision is exercised over professional and support staff.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, Nursing, Social Work or a closely related field and one year of professional work experience working with children in teaching, nursing or a human service field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Nursing, Social Work or a closely related field and two years of professional work experience working with children in teaching, nursing or a human service field;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Candidates must have the appropriate certification/licensure for their respective discipline, i.e. Teaching certificate, RN license.

FINGERPRINTING:

A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 09/25/2026.

Apply online at www.dutchessny.gov/jobs

OR

Download an application from www.dutchessny.gov/jobs

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer