

**CLASS TITLE: COORDINATOR OF EDUCATION AND RECREATION**

**Class Code: 02856400**  
**Pay Grade: 26A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the testing, education and recreation of children at a diagnostic institution; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports for results obtained.

**SUPERVISION EXERCISED:** Plans, organizes, and reviews the work of employees engaged in educational recreational programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the testing, education, and recreation of children at a diagnostic institution.

To work with local school systems in order to acquire the educational and testing history of children at the institution and to continue their education.

To administer and evaluate educational tests in order to determine the problem areas of each child.

To prepare reports and to participate in conferences with superiors, peers, and subordinates with regard to the problems and progress of children and with regard to the preparation of a placement recommendation for each child.

To provide individual tutoring and instruction for the children at a diagnostic institution.

To arrange and supervise educational field trips.

To evaluate, recommend and make the purchase of educational and recreational supplies and equipment.

To evaluate the educational, recreational, and testing program for children at a diagnostic institution and to make recommendations to improve the program's effectiveness.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of special education principles, practices and techniques as applied to the testing, education, and recreation of children at a diagnostic institution; a working knowledge; a working knowledge of child and educational psychology; a working knowledge of the tests for and the problems of children with emotional disturbances, mental retardation, or learning disabilities; the ability to plan, evaluate, and administer testing, education, and recreation programs for children; the ability to maintain an effective working relationship with local school officials, subordinates, and the children; the ability to prepare clear and concise written reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Special Education from an accredited school of higher learning; and

**Experience:** Such as may have been gained through: employment as a teacher of classes for children needing special education or in an administrative position involving the education of children or adults needing special education.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** As a condition of appointment, must be eligible to meet and maintain teacher certification requirements prescribed by the State of Rhode Island.

Class Revised: December 22, 1985

Editorial Review: 3/15/2003