

ASSISTANT DIRECTOR OF PROGRAMS – BOCES

Code No: 4-19-031
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is located at a Board of Cooperative Education Services (BOCES) agency and is responsible for assisting a director with the day-to-day operations of a particular program or service. The employee reports directly to, and works under the general supervision of an administrative staff member. General supervision may be exercised over subordinate professional or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with the coordination and implementation of specific programs at school districts and the facilitation of common goals;

Assists with the management of daily operations of a program and/or services provided;

Assists with coordinating and providing training programs and technical assistance to school district staff throughout other county regions to achieve objectives;

Provides leadership and guidance to governmental and community based organizations and constituents regarding planning, policy review, advocacy and project implementation;

Assists with general administration, facility scheduling, budget development, resource allocation, and internal communications;

Acts as a liaison with outside agencies and parents regarding programs and its activities;

Assists with the development and implementation of regional and statewide initiatives as assigned or contracted for, with various government agencies.

Assists in establishing relationships with the private and public sectors regarding their respective roles for education;

Writes narrative reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of program and service design, development, and management; good knowledge of education laws and regulations; ability to plan, coordinate, and implement programs; ability to establish and maintain effective professional relationships; ability to evaluate services and programs; ability to write reports; ability to assist with budget development, resource allocation, and general program administration; ability to communicate both orally and in writing; ability to motivate program participants and provide leadership and guidance; ability to act as a liaison with a variety of agencies and facilitate agreement on a common goal; ability to assist with the development and implementation of regional and statewide initiatives; organizational ability; supervisory ability; ability to provide training programs directly or indirectly; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university

with a Master's degree in Education, Special Education, Educational Psychology, Child Psychology, Social Work, Deaf Education, Deaf Cultural Studies, American Sign Language or a closely related field of study, plus one (1) year paid full-time or its part-time equivalent professional* experience in educational program development and delivery, curriculum development and delivery, training development and delivery, or providing referral services, all of which must be related to youth (ages up to, and including twenty-one (21) years of age); OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, PLUS three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Professional experience does not include clerical or secretarial experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State, or otherwise demonstrate your ability to meet the transportation needs of the position.

ADOPTED: November 8, 2007

REVISED: February 4, 2016