

ASSISTANT DIRECTOR OF PROGRAMS

Code No: 4-19-034
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is located at a school district and is responsible for assisting a director with the day-to-day operations of a particular program or service. This position will collaborate with district leadership to ensure each department in district is working collaboratively with school stakeholders, administrators, instructional staff and non-instructional staff to address the district strategic goals. 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 coordinating and providing training programs and technical assistance to school district staff;

Provides professional development and programming regarding strategies and support for student and staff social and emotional well-being, building a positive culture and climate within the district;

Assists the data team with the development and alignment of New York State program and policies;

Ensures programs and services directly impact student achievement and align with New York State guidelines;

Analyzes, interprets, and reports on data related to Business, Educational Services, Curriculum and Instruction, and Human Resources;

Identifies progress monitoring tools, which track data, for implementation;

Works with administration, instructional staff, faculty and the community to ensure there is seamless coordination between the district data team and school stakeholders;

Develops a system for the incorporation of Data Dashboards;

Assists the data team in the creation and development of data sets that allow program review and support New York State data requirements;

Assists with the management of school-based programs and services that directly promote student academic achievement, social emotional wellbeing and restorative programming.

Facilitates data analysis related to social emotional learning (SEL);

Creates reports specific to student survey delivery, survey analysis, and shares information with building principals and mental health team members;

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

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

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

Works with staff to plan, schedule, and facilitate all components of Therapeutic Crisis Intervention.

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; good knowledge of educational programming that supports students social emotional learning and academic performance; 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 effectively 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 with a Master's degree in Education, Special Education, Educational Psychology, Child Psychology, Social Work, Counseling, 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 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: 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.

Monroe County Civil Service Commission

ADOPTED: August 7, 2025