

DIRECTOR OF URBAN-SUBURBAN INTERDISTRICT TRANSFER PROGRAM

Code No: 3-19-005

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a school district responsible for administering the Urban-Suburban Interdistrict Transfer Program. The employee reports directly to and works under the general supervision of the District Superintendent. Direct supervision is exercised over professional and clerical staff. Does related work as required.

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

Establishes and maintains communication among parents, parent groups and the staff of receiving schools;

Prepares evaluation, financial, performance and other reports for submission to program Governance Board, and various agencies;

Seeks funding to support the program through grants, and other avenues;

Intervenes with parents, students and school staff to resolve problems and focus efforts on program goals;

Works with school districts and other agencies in the planning and preparation of in-service experiences related to multiculturalism;

Coordinates the selection and placement of students in the program;

Supervises the "Program Office", including the activities of the neighborhood representative/community liaison specialist and clerical staff;

Communicates with national, state and local government officials regarding legislative support for the program;

Develops the program budget and presents the budget to the Governance Board for approval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the U-S program polices and procedures; good knowledge of the requirements of the component suburban districts participating in the program; good knowledge of placement polices and procedures of the program and component districts; analytical and organizations skill; ability to speak before groups; ability to communicate effectively to parents, students and school personnel; ability to prepare promotional material, grants, etc.; multicultural awareness; tact; good judgement; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent professional experience in youth services activities such as student counseling or placement, youth advocacy, development, or supervision, or in the implementation and monitoring of school desegregation activities, OR;
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work, Counseling, or closely related field, plus two (2) years of experience as defined in (A), OR;
- (C) Any equivalent combination of training and experience as described by the limits of (A) or (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 10, 1994