



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

**Start Date:**  
October 2021

**Location:** OAOC in Milford; site visits as needed

**Application Deadline:**  
September 24, 2021

**Salary:** \$40,000—\$45,000

### **NCOC**

2020 Jump Brook Road  
P.O. Box 382  
Grand Gorge, NY 12434

### **OAOC**

1914 County Route 35  
Milford, NY 13807  
(607) 286-7715

### **Center Street School**

31 Center Street  
Oneonta, NY 13820  
(607) 431-2562

[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

[www.oncboces.org](http://www.oncboces.org)

*ONC BOCES is an Equal Opportunity Employer*

## ***CROP Program Assistant—Anticipated***

One (1) part-time (.9 FTE), grant-funded, 10-month plus summer per diem days, Non-Unit, competitive Civil Service position available.

### ***Qualifications and Responsibilities***

#### **Minimum Qualifications:**

- (a) Masters' Degree in Social Sciences, Public or Business Administration, Social Work or a related field and one year of experience which involved program planning, grants development and administration or;
- (b) Bachelor's Degree Social Sciences, Public or Business Administration, Social Work or a related field and two years of experience which involved program planning, grants development and administration or;
- (c) Associates' Degree in Social Sciences, Public or Business Administration, Social Work or a related field and four years of experience which involved program planning, grants development and administration or;
- (d) High school diploma and six years of experience which involved program planning, grants development and administration.

An equivalent combination of training and experience has defined by the limits of (a), (b), (c) and (d) above.

### ***Application***

We encourage qualified applicants to submit their resumé, application, transcripts and references to: [www.olasjobs.org/southern](http://www.olasjobs.org/southern)

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

## ***Qualifications and Responsibilities, continued***

The successful candidate will support the Creating Rural Opportunities Partnership (CROP) After School and Summer Program at fourteen area schools under. Duties include but are not limited to: assisting the site coordinators at each of the CROP schools; meeting with the site coordinators on a monthly basis for planning and to ensure proper program policies and procedures are being followed; assist sites by providing ongoing activity ideas to enhance quality programming and ensure linkage to the school day; assist in coordinating personnel, transportation, snacks, and other elements as needed; collect monthly attendance and program information from each site for reporting purposes; organize and facilitate training workshops for CROP personnel; organize and facilitate CROP Advisory Council meetings; maintain and build relationships with partner organizations; assist with program evaluation and grant writing in preparation for subsequent funding; attending meetings as needed. Valid driver's license and local travel is required.