



OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



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

Professional Learning Coordinator

Are you a visionary leader who can assess instructional support initiatives and regional needs? Are you a systems-minded leader who can support and design initiatives in alignment with our organization's mission and goals? Are you a collaborative leader who understands the importance of partnerships with and support for our component districts? If you've answered yes to these questions, we encourage you to apply to join our team as our Professional Learning Coordinator.

Qualified candidates will have a valid NYS Certification as an administrator at the appropriate level. Our Professional Learning Coordinator is an experienced educational leader who understands the connection between high quality professional learning and student achievement.

Salary: \$85,000—\$90,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:
humanresources@oncboces.org

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

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, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law 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.

ONC BOCES provides outstanding, responsive, innovative professional learning opportunities for teachers and leaders across the region. Supporting teachers and leaders through high quality professional learning ensures that students who learn in the ONC region are provided the best teaching and learning experiences possible.

Our Professional Learning Coordinator is a key member of the ONC leadership team. This position requires a leader whose work is defined by the following responsibilities:

Leadership Responsibilities:

Professional Learning:

Collaborate with and lead our Staff Development team and oversee CoSers 514, 524, 527, and 708

Support and facilitate the development, updating, and implementation of the ONC BOCES Professional Learning Plan in collaboration with the Director of Student Services and the PLP team

Model lifelong learning through involvement with professional organizations, fostering professional networks, and sharing of resources

Develop and deliver professional learning in key areas of curriculum, pedagogy, and highly effective teaching practices using instructional data to guide the work

Demonstrate forward-thinking and visionary leadership while collaboratively planning professional learning for the region with the Instructional Support Services team and component district leaders

Oversee the collection, review, and submission of relevant Instructional Support Services' reports

Monitor progress and measure outcomes relative to the goals and objectives of professional learning opportunities

Program Supervision:

Develop effective and efficient systems to supervise, oversee, and provide support to our professional learning team ensuring alignment with NYSED and USDoE expectations, regional needs, and collective bargaining agreements.

Professional Meetings/External Representation:

Lead, facilitate, and participate in appropriate professional meetings and collaborate within ONC BOCES and with our component district leaders

Provide leadership and vision as an active member of local, regional, and state committees and organizations

Represent ONC BOCES in component districts and with regional/state/industry partners to further enhance the professional profile of the organization

Lead and facilitate monthly Principal Academy sessions, ensuring alignment with NYSED and USDoE expectations and regional needs

Resource Development:

Support the preparation and submission of grants and reports to support the work of Instructional Support Services

Develop professional networks and cultivate a deep knowledge of available resources to provide support within Instructional Support Services and ONC BOCES as well as throughout the region

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Policy and Oversight Support:

Provide information and research to support policy discussion/development with the Board of Education, ONC leadership, and component superintendents

Administrative Responsibilities:

Mission and Goal Development:

Develop annual goals aligned with ONC BOCES goals which are responsive to organizational and regional needs and priorities

Communication and Collaboration:

Facilitate effective communication channels between program staff and administrative stakeholders

Maintain open lines of communication with the executive leadership team

Serve as a member of the Senior Management Team and provide support and assistance to other team members as necessary

Cultivate a Positive Culture:

Foster a culture of respect, interest, and enthusiasm within the organization

Acknowledge and celebrate staff success

Coach, mentor, motivate staff, teachers, and local leaders

Administrative Procedures:

Establish and maintain efficient administrative procedures to support the professional learning team

Ensure adherence to organizational policies and the utilization of effective instructional delivery systems

Lead the professional learning programs aligned with organizational goals

Staff Evaluation:

Work collaboratively with the teachers and the administrators to plan, implement, and evaluate teaching and learning practices

Direct the evaluation of the staff development team (CoSers 541, 524, 527) and associated processes

Community Engagement:

Build component district/community support for professional learning

Promote ONC BOCES by assisting in the coordination of community relations efforts

Ensure the maintenance of an up-to-date website for the professional learning CoSers

Report Management:

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Create and maintain necessary reports, records, and paperwork as required by BOCES, NYSED, and the federal government

Needs Assessment:

Support the development of qualitative and quantitative data analysis that informs decision-making responsive to ONC programming by improving the capacity of instructional staff

Assess and evaluate the needs of component districts and the region and develop plans to address existing and emerging needs

Budget Management:

Recommend, develop, and monitor the budget for areas of responsibility, including staffing, equipment, and supplies

Facilities Oversight:

Provide feedback on facilities related to our professional learning services.

Additional Responsibilities: Perform other duties as assigned or delegated by the Chief Executive Officer and/or other line supervisor.

Qualifications:

Education: Valid NYS Certification as an administrator at the appropriate level.

Preferred Experience: Minimum of 3 years of administrative or management experience, including planning, budgeting, personnel management, program development, and curriculum assessment.

Experience in faculty professional learning and support, emphasizing quality teaching, learning, and assessment processes.

Strong human resource management experience.

Demonstrated fiscal management skills.

Proficiency in technology utilization.

Program and service evaluation expertise.

Willingness to travel within the BOCES and state, with potential for out-of-state travel.

ONC Leadership Expectations:

Compassionate

Committed

Trustworthy

Forward Thinking

Innovative

Kind

Service Focused

Evaluation:

The Professional Learning Coordinator will be evaluated in accordance with the organization's administrative practices. The Assistant Superintendent for Student Services and Professional Learning will conduct the evaluation.