



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:
February 2023

Location: NCOC in Grand Gorge & OAOC in Milford

Application Deadline:
December 28, 2022

Salary: \$100,000—\$110,000 based on education and experience

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@oncbooces.org

www.oncbooces.org

ONC BOCES is an Equal Opportunity Employer

Director of Student Services

Full-time, 12-month, Non-Unit, Administrative position located at the Otsego Area Occupational Center in Milford and the Northern Catskills Occupational Center in Grand Gorge.

Qualifications and Responsibilities

Appropriate NYS Administrative certification.

The successful candidate will be responsible for supervising student programs for Career and Technical Education, Alternative Education and Adult Education. The Director will be a dynamic, dedicated, visible, and innovative leader for our student programs.

Responsibilities of the Director of Student Services include but are not limited to:

- Serving students and component schools, and, in conjunction with program leaders, plan and develop new instructional services to enhance the educational opportunities for students in the ONC BOCES region.
- Communicating the philosophy and goals of instructional programs to the BOCES Board of Education, Superintendents' Cabinet, component schools and community.
- Serving as the senior level administrator overseeing the daily operations of all student programming, inclusive of Career and Technical, Alternative and Adult Education.
- Researching, writing and monitoring implementation of all aspects of the Perkins grant; Establishing systems to collect data to evaluate implementation and make modifications as necessary.
- Leading and supporting all aspects of the CTE Program Re-approval process. This work includes, but is not limited to, supervising and supporting the CTE programs alignment with Industry standards, integrated core course crosswalk with current state standards, internal and external review meetings, and the application process.
- Working closely with the Workforce Development and Adult Education Coordinator to support relationships with local businesses, host annual program Advisory meetings and maintain data systems of students' work based learning experiences.
- Working closely with the Director of Special Education to ensure that all students' needs are in compliance and being met within our programs.
- Leading and supporting all aspects of curricular and instructional initiatives, including but not limited to, curriculum mapping, curricular audits, textbook review, instructional technology and Multi-Tiered Systems of Supports.
- Supervising the overall collection and analysis of student data related to achievement, participation and demographics as a basis for instructional planning.
- Supervising and monitoring the development and administration of program budgets and Co-Sers.
- Supervising and evaluating the Building Principals, the Workforce Development and Adult Education Coordinator, the District Data Specialist and the Administrative Assistant.

We encourage qualified applicants to submit their resumé, application, transcripts and references to:
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.