



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:** November 2023

**Location:** ONC BOCES Region

**Application Deadline:**  
October 26, 2023

**Salary:** \$105,000—\$115,000 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@oncbores.org](mailto:humanresources@oncbores.org)

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

*ONC BOCES is an Equal  
Opportunity Employer*

### ***Director of Special Education***

Full-time, 12-month, Non-Unit, Administrative position located in the ONC BOCES Region

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

New York State School District Leader or equivalent certification is required.  
Experience as a Special Education Teacher or related experience is preferred.

The successful candidate will lead Special Education initiatives at ONC BOCES and across the region to provide innovative, forward thinking, student focused programs and services. The Director will be a dynamic, dedicated, visible, and innovative leader for our organization.

The responsibilities of the Director of Special Education include but are not limited to:

- Serve as a member of the Leadership Team as the expert in Special Education practices, laws, and regulations.
- Lead Special Education initiatives at ONC BOCES and across the region to provide innovative, forward-thinking, student-focused programs and services.
- Prepare, submit/enter data for any grants, inhouse reporting, state reporting requirements or audits.
- Submit interim reports on a monthly basis to the Assistant Superintendent for Student Services and Professional Learning to communicate the work of the department to the Board of Education
- Communicate and collaborate with the Director of Student Service to provide leadership to all student programs
- Serve as a regional leader and expert in Special Education, providing guidance and support to CSE chairs and superintendents to meet the needs of students.
- Develop, implement, and communicate referral processes.
- Supervise the Itinerant Supervisor and Administrative Assistant.
- Engage in coordinated supervision with the Director of Student Services of Special Education.
- Develop fiscally responsible budgets during budget development
- Monitor budgets, ensuring they are balanced, positive, and spending is in check
- Approve pending requisitions on a regular basis

Please see the full job description on the second page.

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, 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.

## ***Responsibilities***

### **Organizational Leadership**

Serve as a member of the Leadership Team as the expert in Special Education practices, laws, and regulations

Lead Special Education initiatives at ONC BOCES and across the region to provide innovative, forward-thinking, student-focused programs and services

Engage at the NYS level with BOCES and State Education Department colleagues to understand and collaboratively create a broad context for Special Education practice, laws, and regulations

Serve as a regional leader who translates state and legal mandate, convenes regular meetings of regional CSE chairs, supports superintendents at cabinet meetings and student program advisory meetings, and engages in the work with a systems perspective

Participate actively in leadership activities at ONC BOCES such as attending/presenting at Board of Education meetings, serving on the APPR committee, engage in student program leadership meetings, providing administrative coverage at our centers, and develop procedures for Special Education programs in accordance with BOCES Board policies and in consultation with the Deputy Superintendent and District Superintendent

Foster an environment across the organization and in conjunction with building leaders, program leaders, and the executive leadership team focusing on communication, visibility, and systems to ensure that BOCES meets the needs of our students and our component districts

### **Professional Responsibilities**

Prepare, submit/enter data for any grants, inhouse reporting, state reporting requirements or audits

Submit interim reports on a monthly basis to the Assistant Superintendent for Student Services and Professional Learning to communicate the work of the department to the Board of Education

Communicate and collaborate with the Director of Student Service to provide leadership to all student programs

Engage in the recruitment, hiring, and onboarding process in collaboration with the Human Resources Coordinator and members of the Leadership Team.

Align practices with contracts, non-unit benefits, employee code of conduct, and Board of Education policies

Maintain email, phone, and in-person communication with all staff in a timely manner

Maintain Google Keep, ONC BOCES events calendar, and post in various social media outlets

Gather, analyze, and synthesize data to make recommendations as requested by the Assistant Superintendent, Deputy Superintendent or District Superintendent

Develop new CoSers as needed to support school districts

Coordinate 3-8 NYS testing and alternative assessments

Other duties as assigned

## ***Responsibilities***

### **Communication with Districts**

Serve as a regional leader and expert in Special Education, providing guidance and support to CSE chairs and superintendents to meet the needs of students

Develop, implement, and communicate referral processes

Collaborate with districts and staff to ensure services are top quality and designed to meet the needs of our students and districts

Promote ONC BOCES and Special Education services during community and component district outreach opportunities

### **Supervision**

Supervise the Itinerant Supervisor and Administrative Assistant

Engage in coordinated supervision with the Director of Student Services of Special Education Teachers, LTAs, Behavior Specialists, Consultant Teachers, Crisis Intervention Specialists, Clinical Psychologists, and Social Workers

Support the building leaders with issues related to Special Education

Submit timely evaluations using the required evaluation rubrics

Support and mentor new staff

Review all conference requests submitted by staff listed above

Plan conference days and professional development activities in collaboration with the Professional Learning Team and the Director of Student Services

Schedule and facilitate conference days for Special Education and Itinerant Services

Advertise, interview, hire or reduce positions based on services purchased by districts

Create an environment where all staff feel valued and supported

### **Budgeting**

Develop fiscally responsible budgets during budget development

Monitor budgets, ensuring they are balanced, positive, and spending is in check

Approve pending requisitions on a regular basis

Understand and justify all budgetary decisions

Work with the Budget Specialist on a regular basis to monitor and develop budgets

Work with support staff to monitor budgets and schedules; send additional service requests or budget adjustment forms based on services needed

Review and approve transfers when appropriate