

Vacancy Notice

POSTED: November 16, 2023

DEADLINE: See below

Otsego Northern Catskills BOCES

Dr. Catherine Huber
District Superintendent

Position Title: Accountant

Requirements: Full-time, 12-month, Non-Unit support, competitive civil service position in the Central Business Office at NCOC in Grand Gorge/Oneonta. Salary: \$40,000 - \$45,000

Minimum Civil Service Qualifications: (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business administration, accounting or a closely related field; OR (b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in business administration, accounting or a closely related field and two years of satisfactory experience in maintaining financial accounts or records; OR (c) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in business administration, accounting or a closely related field and four years of satisfactory experience in maintaining financial accounts or records; OR An equivalent combination of (a), (b), or (c).

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled.

Position Title: Senior Account Clerk – Business Office

Requirements: Full-time, 12-month, ESPA Unit, Competitive Civil Service, provisional positions located in ONC's Business Office at NCOC in Grand Gorge. Salary: \$35,634 plus up to an additional \$600 for college credits

Minimum Civil Service Qualifications: (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher in business administration, accounting or closely related field; OR (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in maintaining financial accounts and records; OR (c) An equivalent combination of training and experience as defined in (a) and (b) above.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one year.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Senior Account Clerk

Requirements: Full-time, 12-month, ESPA Unit, Competitive Civil Service, provisional positions located in the Central Business Office at NCOC in Grand Gorge/Oneonta. Salary: \$35,634 plus up to an additional \$600 for college credits

Minimum Civil Service Qualifications: (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher in business administration, accounting or closely related field; OR (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in maintaining financial accounts and records; OR (c) An equivalent combination of training and experience as defined in (a) and (b) above.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one year.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Account Clerk

Requirements: Full-time, 12-month, ESPA Unit, competitive civil service position in the Central Business Office at NCOC in Grand Gorge/Oneonta. Salary: \$29,440.00 plus up to an additional \$600 for college credits

Minimum Civil Service Qualifications: Graduation from High School or possession of a High School Equivalency Diploma; or four years of clerical experience; or an equivalent combination of training and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled.

Position Title: Account Clerk-Typist

Requirements: Full-time, 12-month, Non-Unit support, competitive civil service position in the Central Business Office at NCOC in Grand Gorge/Oneonta. Salary: \$29,440

Minimum Civil Service Qualifications: Graduation from high school or possession of a high school equivalency diploma; AND (a) Supplemental courses in bookkeeping and typing; OR (b) One (1) year of clerical experience or its part-time equivalent typing and maintaining financial accounts and records. Note: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled.

Position Title: Junior Accountant

Requirements: One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position located in the Central Business Office at NCOC in Grand Gorge, or OAOC in Milford, or ISSC in Oneonta. The successful candidate will be responsible for, but not limited to organizing and posting entries to general and subsidiary ledgers; examine entries posted in ledgers and journals for accuracy and compliance with established accounting procedures and policies; assist in compiling and preparing budget estimates from anticipated operating costs, revenues, and department head's reports;. Salary: \$36,000 - \$38,000

Minimum Civil Service Qualifications: Graduation from high school or possession of a high school equivalency diploma; AND (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, or higher, in Accounting or Business or a closely related field; OR (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting or Business or a closely related field AND two (2) years of full-time experience or its part-time equivalent in accounting or auditing; OR (C) Four (4) years of full-time experience or its part-time equivalent in accounting or auditing; OR (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Keyboard Specialist – Distance Learning

Requirements: One (1) full-time, 12-month, ESPA Unit, Competitive Civil Service, provisional position located in the Distance Learning Office at NCOC in Grand Gorge. Two (2) years of office experience is preferred. The selected candidate will be responsible for, but not limited to: scheduling rooms, distributing materials, notifications, and taking minutes for meeting as requested; work with the team to create monthly newsletter and yearly directory; textbook distribution and tracking; accounts payable and receivable; update contact lists; assist with reports; assist with budget preparation as needed; and other duties as requested. Salary: \$29,440.00, plus up to an additional \$600 for college credits

Minimum Civil Service Qualifications: Graduation from high school or possession of a high school equivalency diploma and one (1) year of typing experience or its part-time equivalent.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Occupational Therapist (or Certified Occupational Therapy Assistant)

Requirements: One (1) part-time position available. .8 FTE (4 days per week), schedule flexible. Includes full health insurance. This is a 10-month, Teacher Unit, Probationary, Civil Service position at ONC BOCES component school districts. NYS OT or COTA license is required. Experience working with children in a school setting is preferred. Salary for OT: \$43,620 plus additional for education and experience. Salary for COTA: \$35,000 - \$40,000

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Teacher Aides

Requirements: Two (2) full-time positions at OAOC in Milford and two (2) full-time positions at Center Street in Oneonta. These are 10-month, 6-hour day, Non-Unit Support, Civil Service positions that follow the school calendar in Special Education classrooms. The successful applicants will be responsible for, but not limited to assisting students with behavioral/management needs; assisting in physical care tasks and health-related activities as appropriate, supervising students under the direction of classroom teachers and/or other professional staff. Salary: \$17,148

Minimum Civil Service Qualifications: Graduation from high school or possession of a high school equivalency diploma is required. Must be able to establish good relationships with children and others; familiarity with classroom routine; above-average clerical aptitude; good physical condition required. The successful applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Legal Secretary to Employee Relations – Anticipated

Requirements: One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position located at Center Street in Oneonta. Other titles may be considered. The selected candidate will have the ability to work efficiently and accurately in a fast-paced environment; good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology; working knowledge of labor relations laws, rules and regulations; working knowledge of court and administrative hearing procedures; ability to read and analyze moderately complex legal material including court cases and opinions; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to comprehend and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a personal computer; good judgment. Salary: \$40,000 - \$45,000 depending on experience.

Minimum Civil Service Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate degree in paralegal studies, legal studies, legal secretarial science or a closely related field.

NOTE: Experience in a law office involving drafting motions and performing legal research may be substituted on a year-for-year basis for up to two years of education.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Cleaner

Requirements: Full-time, 12-month, ESPA Unit, Civil Service position at OAOC in Milford. The successful candidate will work 2:30 p.m. to 10:30 p.m. and help maintain the building facilities in a condition of operating excellence, cleanliness, and safety; must be willing to be flexible and able to lift up to 50 lbs. Knowledge of mechanical systems, attention to detail and commercial cleaning preferred. Valid Driver's License is preferred. Salary: \$28,663 plus up to an additional \$600 for college credits

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Communications Specialist

Requirements: One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position. The successful candidate will be responsible for, but not limited to making modifications to networks, problem determinations and resolutions; work with end users and departments to configure, monitor and modify user accounts, directories, and file access rights as well as server directory and file organization using the network operating system. Salary: \$60,000 - \$65,000

Minimum Civil Service Qualifications: (a) Graduation from a NY State registered college or university with a Bachelor's degree in Computer Science and two (2) years of full time experience in the design, installation, repair and maintenance of computer network components and microcomputer components; or (b) Graduation from a NY State registered two-year college or university with an Associate's Degree in Computer Science and four years of experience as outlined above; or (c) Graduation from high school or possession of a high school equivalency diploma and six years of full time experience as outlined in (a) above; An equivalent combination of training and experience as defined by the limits of (a), (b), and (c). Possession of an appropriate, valid license by the New York State Department of Motor Vehicles at time of appointment and must maintain throughout the appointment.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: November 16, 2023

Position Title: Workforce Development and Adult Education Supervisor

Requirements: Full-time, 12-month position. The selected candidate will be an innovative, systems-minded leader to serve as our Workforce Development and Adult Education Supervisor. The successful candidate will be dynamic, dedicated, visible and be an innovative forward-thinking leader as they play a pivotal role in regional economic growth. The successful candidate will develop strategic connections and pipelines that allow students and adult learners to acquire industry specific skills and creates conditions to contribute to the broader economic region. Certified candidates must hold or be eligible for the Coordinator of Work-Based Learning Programs for Career Development certification or meet the following minimum civil service requirements: Graduation from high school or possession of a high school equivalency diploma and six years of full time experience in Employment Program development and analysis, personal counseling or placement, public or business administration, economics or labor relations, or related field. Salary: \$70,000 - \$80,000, based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

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.

Position Title: Director of Special Education

Requirements: Full-time, 12-month, Non-Unit, Administrative position located in the ONC BOCES Region. 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. Requirement New York State School District Leader or equivalent certification is required. Experience as a Special Education Teacher or related experience is preferred. Salary: \$105,000 - \$115,000

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: November 30, 2023

Position Title: Crisis Intervention Specialist

Requirements: Anticipated one (1), 10-month, ESPA Unit, Probationary position located at the OAOC in Milford. The successful candidates will assist staff and provide crisis intervention support to students dealing with crisis. Bachelor's degree plus a current Licensed Teaching Assistant certification or Teacher certification required. Experience with students with social-emotional needs required. Salary: \$30,686

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Licensed Teaching Assistant – Special Education

Requirements: One (1) full-time at NCOC in Grand Gorge and one (1) full-time at OAOC in Milford. These are 10-month, ESPA Unit, Probationary positions in Special Education classrooms. Applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training. Must possess or be eligible for NYS Licensed Teaching Assistant certification. Salary: \$17,991 plus up to an additional \$600 for college credits

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Licensed Teaching Assistant - CTE

Requirements: Applicants must be able to perform all essential job functions with or without accommodations, including performing physical restraints, as necessary, in accordance with TCI training. This is a 10-month, ESPA Unit, probationary position.

1 Full-time position in the Natural Resources Occupations classroom at OAOC in Milford. Knowledge and experience with heavy equipment and logging preferred for the NRO classroom. Salary: \$17,991 plus up to an additional \$600 for college credits

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Special Education Teacher: Elementary

Requirements: One (1) full-time position at NCOC in Grand Gorge. This is a 10-month, Teacher Unit, probationary position. Instruction will be within an Elementary classroom that maximizes learning potential. The successful candidates will create dynamic instruction that engages a wide range of special needs students to achieve success. NYS Elementary Special Education or SWD certification is required. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Special Education Teacher: Middle School

Requirements: One (1) full-time position located at OAOC in Milford and one (1) full-time position at NCOC in Grand Gorge. These are a 10-month, probationary, Teacher Unit positions. The selected candidates will be working in an 8:1:2 Trust program. Current NYS Special Education certification is required. Experience working with middle/high school students with social emotional needs is preferred. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Special Education Teacher: High School

Requirements: Two (2) full-time position located at OAOC in Milford. These are 10-month, probationary, Teacher Unit position. The selected candidate will be working in an 8:1:1 Therapeutic Learning Center. Current NYS Special Education certification, as well as in high school content areas, or the NYS SOCE, are required. Experience working with high school students with social-emotional needs is required. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Consultant Teacher

Requirements: One (1) full-time position located at NCOC in Grand Gorge. 10-month, Teacher Unit, probationary position. The selected candidate will provide Consultant Teacher Services to students in Career and Technical Education and Alternative Education classes. NYS Students with Disabilities 7-12 or NYS Special Education certification and experience with high school students required. Starting base salary: \$43,620 plus additional for education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: School Counselor

Requirements: One (1) full-time, 10-month, Teacher Unit, probationary position located at OAOC in Milford. Applicants must possess a valid NYS School Counselor certification. Experience in a K-12 school is preferred. Starting base salary: \$43,620 plus additional for education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: English as a New Language Teacher Long-term Substitute: Anticipated

Requirements: Anticipated one (1) full-time, temporary, 10-month, Teacher Unit, Itinerant position providing services to English Language Learners in the ONC BOCES district. NYS English as a New Language Teacher certification required. Experience working in school districts preferred. Salary: Per Board policy/contract

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Social Worker

Requirements: One (1) full-time position available. This is a 10-month, Teacher Unit, Probationary position at ONC BOCES component school districts. Current NYS School Social Worker certification required. Experience working with children in a school setting is preferred. The selected candidate will collaborate with schools for clinical services including identifying behavioral health needs. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Spanish Teacher

Requirements: Two (2) full-time positions. These are 10-month, Teacher Unit positions. The successful candidates will be responsible for teaching Spanish to students at ONC BOCES and in component school districts. The successful candidate will be responsible for teaching Spanish to students in component school districts. Experience teaching a foreign language to 7-12 students preferred Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: School Psychologist

Requirements: One (1) full-time and one (1) part-time position available. These are 10-month, Teacher Unit, probationary positions. NYS School Psychologist certification is required. Experience working with children and in a school setting is preferred. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Art Teacher

Requirements: Full-time, 10-month, Probationary, Teacher Unit, Itinerant position providing Art services to students in component school districts. NYS Visual Arts certification is required. Experience working in school districts preferred. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Spanish Teacher – Remote

Requirements: One (1) part-time, hourly position available. Anticipated hours are 8:00 a.m. to 12:00 p.m. daily as requested by districts. Current NYS Spanish 7-12 certification and experience with remote instruction are required. Five (5) years of teaching experience teaching is preferred. Salary: \$50/hour.; \$150/course preparation; \$150/training

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: CDL-B Instructor

Requirements: One temporary, hourly position located at NCOC in Grand Gorge and OAOC in Milford. Applicants must meet the following requirements: 1. Have a minimum of two years of experience operating a CMV requiring a CDL of the same (or higher) class or the same endorsement; or 2. A minimum of two years of experience as a BTW CMV instructor. The successful candidate will train adult students to drive ONC BOCES' CDL-B dump truck, collaborate with the Adult Education Coordinator to schedule students and driving times, and upload student data onto the Federal Motor Carrier's Safety Administration website. Salary: \$30/hour, as needed.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: PE/APE Teacher - Anticipated

Requirements: Temporary, part-time Itinerant position providing PE/APE services to students at Center Street in Oneonta. NYS PE/APE certification is required. Approximately January 2, 2024, through June 30, 2024. Starting base salary: \$43,620 plus additional for education and experience

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

**ONC BOCES Human Resources, PO Box 382, 2020 Jump Brook Road, Grand Gorge, NY 12434
607-588-6291 Ext. 2177/ 607-588-7022 – Fax www.oncboces.org**

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.