



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.

### *Workforce Development and Adult Education Supervisor*

Oversees the career development and placement for our students and adult education initiatives at ONC BOCES and across our region. 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.

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](mailto: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 plays a pivotal role in workforce development and regional economic growth. Our Workforce Development/Adult Education Coordinator is an essential partner to our CTE programs/industry advisory committees, component districts, regional Chambers of Commerce, institutions of higher education, and regional industry representatives to further the goal of regional economic growth through the development of strategic connections and pipelines that allow our CTE students and adult learners to acquire industry-specific job skills in order to contribute to the broader regional economic ecosystem. Our Workforce Development/Adult Education Coordinator supervises workforce development opportunities for students and industry collaborators, provides leadership and coordination to adult education programs in terms of organization, enrollment, and promotion, and participates in regional economic growth opportunities to reinforce ONC BOCES' role in regional economic growth. Reporting to the Director of Student Services and working in collaboration with ONC BOCES building principals, CTE faculty, regional industry and higher education partners, and our component districts, our Workforce Development/Adult Education coordinator creates the conditions for successful work based learning opportunities, strategic partnerships, and regional economic growth.

### **Workforce Development:**

Workforce development starts with the internship, shadowing, and pipeline opportunities offered to our CTE and component district students. The workforce development component of this job includes:

Developing, supervising, and evaluating worksite internship opportunities for students in addition to coordinating job shadowing opportunities for component school students. Task include:

Arranging necessary transportation and supervision

Keeping records of all students attending work-based placements/internships

Reporting data to the building principal and Director of Student Services

Proficiently entering WBL/CDOS hours into SchoolTool

Training and supporting new teachers on the different types of WBL hours and demonstrate how to enter WBL hours into SchoolTool

Creating, maintaining, and organizing a tracking system to ensure all work based learning sites are appropriately reviewed and approved on an annual basis including tracking the number of sites, learning opportunities, students served, and jobs offered to students starting as work-based learning experiences

Providing students with an orientation and prerequisite skills training before internship/job shadowing experience

Overseeing the college & career zones at both student centers which may include

Scheduling time for students to actively participate in the following tasks:

College searches and exploration

Guided career investigation

Supporting students' employability and success by:

Developing students' skills and resources to create a resume and cover letter

Fostering opportunities for students to access job shadowing opportunities

Connecting students with college counselors to assist them in the application process

Establishing and sustaining articulation agreements with colleges and disseminate information to component school counselors, representatives, students, and parents on obtaining college credit through active participation in regional counselor meetings and facilitating student connections with college counselors to support their application process.

Implementing robust career fairs and educational forums in conjunction with Otsego and Delaware counties  
Planning and executing College Days and Career Fairs at each CTE center

Planning and executing a Signing Day at each CTE center with the assistance of the Director of Student Services and the building principals.

Other duties focused on workforce development include:

Assisting building principals and the public relations officer with public relations work related to workforce development

Providing job skill learning opportunities for staff and students

Actively participating in the Professional Learning Committee to ensure that workforce development is positioned appropriately in the overall Professional Learning Plan

Collaborating with building principals to coordinate all scholarship opportunities including:

Coordination with the Clark Foundation to oversee the student application and interview process to support Clark Foundation scholarships

Supporting CTE teachers with re-approvals of CTE programs

Planning and organizing the CTE industry advisory committee meetings

Participating in regional Chambers of Commerce

### **Adult Education:**

Adult Education provides opportunities for residents in our region to access job training/retraining. In collaboration with institutions of higher education, regional healthcare providers, CDO Workforce Development, Department of Labor, and other industry partners, the ONC BOCES Adult Education department provides essential coordination and programming to support regional economic development. Our Workforce Development/Adult Education Coordinator supports this work through duties including:

Supervising and providing support for all clerical and instructional staff in Adult Education programs

Posting open vacancies, conducting interviews, and recommending new staff

Conducting staff evaluations under the direction of the Director of Student Services

Overseeing enrollment and tuition billing process as particular to each Adult Education program

Assisting with program development with tasks such as:

Creating cost analysis and budgeting recommendations for each program

Assisting with business contracts and grant funding opportunities of programs already in place as well as those yet to be developed

Monitoring budgets throughout the year and advising the Director of Student Services if adjustments need to be made

Promoting programs throughout the region in a creative, innovative, and effective manner

Collecting and reporting data related to programming trends, outcomes, and local workforce needs

Managing any program reviews and responding to any recommendations; implementing new practices as needed

Planning and coordinating Adult Education completion ceremonies along with program leaders

Planning and coordinating professional development opportunities for staff

Participating in related professional associations (i.e. Counsel of Practical Nursing)

Completing all reporting requirements and documentation for grants and financial aid

### **Grants Administration:**

Our Workforce Development/Adult Education Coordinator supports the growth of these programs through the research, application, and implementation of grants. Tasks include:

Researching new grant opportunities to support Adult Education programs

Preparing grant applications and budgets

Monitoring grant activities and prepare reports as required

### **Other:**

Coordinating the creation of vendor contracts for attorney review and Board of Education authorization

Entering purchase orders, conference requests, timesheet approvals, budget reports and other activities in WinCap as needed for program management

Certification: Coordinator of Work-Based Learning Programs for Career Development, Adult Education Instructor

Our Human Resources Department will work with the successful candidate to support appropriate certification as necessary

### **Line-Staff Relationships:**

Reports to the Director of Student Services

Serves as a member of the student services leadership team who actively participates in team meetings and discussions

Builds and strives to create cooperative relationships with local districts, ONC BOCES departmental staff, workforce development agencies, Chambers of Commerce, internship placement sites for students, and other community organizations related to placement

### **Administrative Support:**

Limited administrative support from staff within Student Programs will be provided

**Location:** OAOC, NCOC and Center Street (time should be divided between the locations as needed)