



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.

### *Student Programs Supervisor*

As a visionary educational leader, the Student Programs Supervisor at will play a pivotal role in shaping the future of our educational community. This position offers a unique opportunity to lead a dynamic team of educators, fostering an environment that promotes academic excellence, student growth, and community engagement. The successful candidate will be a strategic thinker, collaborator, and advocate for innovation, committed to ensuring our students receive world-class opportunities to enhance student outcomes and lifelong learning.

Reporting to the Building Principal and collaborating closely with the Director of Special Education, Director of Student Services, and all instructional staff, the Student Program Supervisor will create the conditions for student success. The Student Programs Supervisor will provide leadership to a wide array of staff members, including but not limited to career and technical education, alternative education, special education, and support staff.

Qualified candidates will have a valid NYS Certification as an administrator at the appropriate level.

Salary: \$70,000—\$80,000

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](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.

**Reports to:** Building Principal

**Supervises:** CTE Teachers, Alternative Education Staff, Innovative Programs Staff, School Building Counselors, School Nurse

**Essential Duties and Responsibilities:** The following list is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Primary Responsibilities:**

Pupil Services

- a. Conducts student orientations, meetings, assemblies, and tours
- b. Assists Building Principal and Director of Special Education with student intake referrals for programming
- c. Conducts student-parent meetings
- d. Assists with implementing the student discipline process
- e. Implements student attendance process
- f. Manages student counseling/crisis issues
- g. Implements preventive programs for students
- h. Coordinates educational field trips
- i. Develops positive student relationships
- j. Establishes and maintains positive student/staff/parent relationships
- k. Assists with developing the Student Handbook

Staff Supervision

- a. Conducts required evaluations of building staff as assigned
- b. Initiates professional development activities
- c. Assists with conducting department meetings
- d. Supervises curriculum planning activities
- e. Assists with developing supervision schedules (a.m., mid-day, p.m.)
- f. Develops positive staff relationships
- g. Facilitates a positive school culture and climate
- h. Assists with the development of a Faculty Handbook as required

Facilities Management

- a. Communicates directly with the FD, PD, and Emergency Response Agencies. Coordinates immediate emergency response
- b. Develops yearly space plan
- c. Assists with school inclement weather school closing
- d. Assists with organizing and supervising graduation and other assemblies or ceremonies

## **Secondary Responsibilities:**

### Program Management

- a. Assists Building Principal in the development and implementation of CTE, Operations, and Supervision budgets
- b. Assists Building Principal with building operations, curriculum needs, and program development
- c. Assists CTE with the Technical Endorsement process
- d. Assists administration with interviewing prospective new employees
- e. Schedules technical endorsement tests
- f. Assists with planning and implementation of 5th, 8th, and 10th-grade visits to the center
- g. Assist Building Principal with the CTE Road Shows as needed
- h. Assists the Building Principal with the development of Emergency Response Protocols
- i. Assists with projecting equipment and other needed upgrades
- j. Assist the Building Principal with program and team development in the center