



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: July 2023

Location: OAOC in
Milford

Application Deadline:
July 6, 2023

Salary: \$60,000—\$65,000
Plus summer days

NCOC

2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School

31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

*ONC BOCES is an Equal
Opportunity Employer*

Student Support Services Coordinator

One (1) full-time, 10-month plus summer days, Non-Unit position located at the Otsego Area Occupational Center in Milford.

Qualifications and Responsibilities

NYS School Building Leader or School District Leader certification, and specific knowledge of PBIS and Restorative Practices are preferred. Experience in teaching and leading Special Education in NY State and experience in professional development with an understanding of adult learning are required.

The successful candidate will be responsible for, but not limited to:

1. Support our behavior specialists, teachers, and staff with their work through professional learning and coaching at all BOCES centers.
2. Provide professional learning and implementation support around PBIS and Restorative Practices in addition to serving on site-based committees for intervention.
3. Maintain knowledge of Part 200 regulations by participating in or monitoring the monthly Special Education Advisory Council meetings and receiving NYSED Special Education Newsletters/Communication updates.
4. Attend and provide comprehensive professional learning and dedicated support to our Innovative Programs, Alternative Education programs and CTE programs. This includes behavioral interventions, classroom management, engagement strategies, and assisting teachers on best practices for working with students with disabilities.
5. Provide training support for teachers including assistance with IEP writing, monitoring goals, progress reports, and report cards.
6. Assist the director with the review of new student paperwork to determine the appropriateness for classrooms.
7. Provide building coverage to support the Principal and Assistant Principal as needed.
8. Provide evaluation/APPR support to administration by maintaining evaluator status and completing evaluations including teachers, teaching assistants, and teacher aides.
9. Assist the Director in the evaluation of Special Education services and develop plans for addressing areas in need of improvement.
10. Coordinate 408 Compliance Forms for Students with Disabilities and their General Education Teachers. Answer questions and provide Special Education support to general education teachers with special education students.
11. Serve as District Test Coordinator for 3-8 Testing Nextera and Kite/DLM (NYSAA).
12. Serve as District Coordinator of Testing Accommodations and Nextera Software System.
13. Other duties as assigned by the Director of Special Education Services.



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Student Support Services Coordinator

Application

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, 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.