

ADULT AND CONTINUING EDUCATION COUNSELOR
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Director of Adult and Community Services, an incumbent of this class is responsible for promoting Southern Westchester BOCES workforce development programs, matching adult students with an appropriate training course, and referring them to an employer and employment opportunity upon course completion. Programming focuses on in demand industries such as healthcare, automotive services, and construction trades and training provides industry recognized credentials and/or certifications. Programs are open to anyone seeking to learn new or expand existing skills. The incumbent creates awareness of and provides informational services about existing BOCES educational training and development programs. The incumbent also provides job skills training and connects students to employment opportunities. The incumbent makes recommendations for BOCES programs after evaluating the results of individual student employability assessment examinations. Supervision is not a responsibility of this classification. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Promotes BOCES job training and education programs to adult students;

Communicate with private sector businesses, employment centers, Veteran's Administration, ACCES-VR, Unions and other entities that fund adult student continuing education and advise them of Southern Westchester BOCES Workforce Development Training programs and the credentials that are earned upon completion helping the entities to determine if any programs are appropriate for student referral;

Work with BOCES front-end office staff to ensure that adult student registrations are completed and that all required information necessary to complete the registration process is received;

Work with BOCES business office to ensure that appropriate billing procedures are in place for all enrolled adult students;

Represents Southern Westchester BOCES at community events, provides outreach to community agencies and leads orientations for interested potential students via scheduled on site open house visits;

Coordinates small scale, training specific job fairs (i.e. construction trades employers for electrical, plumbing, construction and HVAC students) and facilitates guest classroom presentations of employers to promote employment;

Updates and maintains a "jobs board" and notifies students of employment opportunities in a timely fashion;

Administers required entrance testing to potential adult students to assess their academic grade levels or pre-requisite skills and reports assessment scores to program managers;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Reviews results of assessment tests, determines student's eligibility to participate and predicts their potential for success prior to their enrollment into a BOCES job training / education program;

Ensures that teachers complete student attendance and performance monitoring forms and collects them from teachers upon completion;

Provides completed teacher attendance and performance reports to program managers and business officials who monitor tuition payments;

Trains students in interview techniques, resume writing and basic job seeking skills;

Conducts follow up surveys with program participants and accurately records feedback in database;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques of preparing, producing and disseminating information to various media and the general public; good knowledge of the principles and techniques of establishing and maintaining good public relations; good knowledge of occupational conditions, trends and job development; good knowledge of available resources for employment and employment training; good knowledge of the methods and techniques of interviewing and counseling for the purpose of assessing and honing student skills; good knowledge of modern office practices and clerical procedures; good knowledge of the rules, regulations and procedures for eligibility of applicants to participate in employment and training programs; skill in the instruction of resume writing and interview skills; ability to effectively plan and organize work; ability to maintain records and files; ability to administer and interpret evaluative tests; ability to conduct workshops for the improvement of employability such as resume writing; ability to deal effectively with a diverse community of students, school personnel, external agency personnel, and the general public; ability to express oneself clearly both orally and in writing; ability to speak effectively before groups; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Education, Psychology, Sociology, Social Work, Human Resources or a closely related field and two (2) years of experience where the primary function was recruitment, placement, personnel interviewing, employment counseling, manpower planning or training.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Education, Psychology, Sociology, Social Work, Human Resources or a closely related field may be substituted for one (1) year of the above stated experience.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.