

ASSISTANT TO THE DIRECTOR OF THE TEACHER CENTER
(BOCES #1-Yorktown)

GENERAL STATEMENT OF DUTIES: Coordinates the provision of staff development programs and workshops for teachers and staff of the BOCES school district, the component school districts and any interested school district in the surrounding area; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of the Teacher Center, an incumbent of this class is responsible for coordinating and administering all aspects of the provision of programs for the center. The incumbent assists the director in assessing the needs of the center's audience, preparing the annual budget and monitoring the grant awards. Responsibilities include, but are not limited to, enhancement of existing courses, implementation of new courses, negotiating the instructor's contract, securing a site for the programs, monitoring the fiscal operation of the center, etc. The incumbent acts as liaison between the Teacher Center, BOCES, participating colleges and the Local Educational Agency (LEA). Supervision is exercised over clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and administers the staff development, in-service, certificate based and college credit programs offered by the Teacher Center of the district;

Assists the Director in assessing the needs of the center's audience, evaluating the existing programs and implementing new courses to meet their needs;

Secures the instructors for the programs; negotiates contracts for fees, travel expenses, course material, etc.;

Manages course data for participating colleges to ensure both course content and materials contain the necessary information to align with the institution's accreditation requirements;

Identifies location, cost, scheduling and other necessary details for successful coordination and operation of the programs; arranges for rooms for the programs at BOCES or off-site locations;

Coordinates registration, collecting fees from school districts and/or participants, as appropriate;

Monitors the fiscal operations of the center to ensure adherence to guidelines set forth by the LEA and BOCES policy board;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Monitors expenses/revenues related to programs;

Assists in the preparation of the annual budget;

Markets the programs/workshops of the center through use of flyers, brochures, website, and other media;

Works with Director to evaluate program satisfaction for purpose of continuation or cancellation;

Acts as liaison between BOCES, school district personnel, colleges, community groups, and representatives from LEA:

May attend local and/or regional Teacher Center meetings, as needed;

May use computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fundamentals of educational programs; good knowledge of community organizations and funding resources; basic knowledge of financial accounting and record keeping procedures; ability to communicate effectively both orally and in writing; ability to become familiar with the organization, rules, regulations and policies affecting program assignment; ability to effectively use computer application software; ability to establish and maintain effective relationships with administrators, staff, instructors, members of community and agencies; ability to plan and supervise the work of others; sound professional judgment; resourcefulness; flexibility; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree and two (2) years experience of an administrative support or staff nature which must have included staff training/development and supervisory responsibilities; or (b) an Associate's Degree and four (4) years of the experience as outlined in (a) above, which must have included two (2) years of supervisory responsibilities; or (c) six (6) years of the experience as outlined in (a) above, which must have included two (2) years of supervisory responsibilities; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Satisfactory completion of 30 college credits may be substituted for one (1) year of the required experience up to a maximum of four (4) years. There is no substitution for the required supervisory experience.

NOTE: Only experience gained after attaining the minimum educational level indicated in the Minimum Qualifications will be considered in evaluating experience

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.