

REGIONAL SERVICES ASSISTANT
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Provides information about BOCES Regional Services to component school districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Superintendent, an incumbent of this class keeps eighteen component school districts informed of the support services provided by BOCES. Services include, but are not limited to recruitment, staff development program, employee assistance program and advertising. The incumbent is responsible for organizational processes such as: budgeting, financial recordkeeping, and general administration.

EXAMPLES OF WORK: (Illustrative Only)

Provides, either by telephone or in writing, information and assistance to school districts interested in utilizing regional support services;

Serves as liaison between school districts and services (i.e.: advertising firm, consultants, speakers, Longview Associates (E.A.P.) by reviewing ads and billing, arranging program dates, securing space and making appointments;

Participates in developing publicity materials, brochures, flyers, posters;

Prepares survey questionnaires to be used in telephone, mail, and/or person-to-person to determine the effectiveness of service offerings; tabulates and analyzes data, reviews with Deputy Superintendent;

Develops and maintains all budget records which correspond to services; accepts fees and issues bills for programs and posts on Excel or similar spreadsheet application;

Maintains records of operational expenses and revenue to provide data to forecast spending patterns;

Establishes priorities and coordinates work activities to meet deadlines;

Identifies financial problems and brings to the attention of Deputy Superintendent.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management and program development; ability to identify problems and propose solutions; ability to present data, reports and comments clearly and concisely; ability to make clear and accurate analysis of facts; ability to communicate effectively with the public; good writing skills; ability to establish and maintain effective working relations with others; sound judgment; initiative; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) *Bachelor's Degree and two years of staff services experience in a private, not for profit or educational setting; or (b) an *Associate's Degree and four years of work experience as noted in (a); or (c) a satisfactory equivalent combination of the foregoing training and 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 Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level as stated 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.