

REGIONAL SERVICES ASSISTANT  
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Superintendent, an incumbent of this class provides information about Putnam/Northern Westchester BOCES Center for Educational Leadership, HR services, and regional support services to school districts. Services include, but are not limited to, recruitment and advertising assistance with tools such as the online application system for educators (OLAS), professional and staff development programs, employee assistance programs, the Future School Leaders Academy (FSLA) and School Meter services. The incumbent is responsible for organizational processes such as: budgeting, financial recordkeeping, and general administration. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides, either by telephone or in writing, information and assistance to school districts interested in utilizing the Center for Educational Leadership, HR services, or regional support services;

Serves as liaison between school districts and services i.e.: advertising firm, consultants, speakers, ESI (employee assistance program) 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 Assistant 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 Assistant Superintendent;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of BOCES leadership and support services; good knowledge of the principles and practices of office management and program development; good knowledge of the techniques and methods used in evaluating the effectiveness of services; ability to identify problems and propose solutions; ability to prepare reports and maintain records; ability to present data, reports and comments clearly and concisely; ability to make clear and accurate analysis of facts, figures and processes; ability to handle administrative details independently; ability to communicate effectively with the public; ability to establish and maintain effective working relations with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; initiative; tact; courtesy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in a school district or educational setting where the primary function of the position was in an administrative support capacity+.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to four (4) years of the above experience.

+DEFINITION: Administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying 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.