

# Vacancy Notice

POSTED: December 12, 2018

DEADLINE: See below

Otsego Northern Catskills BOCES

*Nicholas J. Savin*  
*District Superintendent*

**Position Title: Assistant Safety & Risk Officer**

**Requirements:** Anticipated part-time (approximately 2 days per week), 12-month, non-unit competitive civil service position at Otsego Area Occupational Center in Milford. The successful candidate will assist the Safety Risk office in health, safety and risk management programs for schools in order to avoid illness or injury to students and employees; and maintaining compliance with Federal, State and local regulations. Knowledge of OSHA, Fire Safety, Labor & Health regulations preferred. Minimum qualifications: (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering science, engineering technology, construction technology, fire protection technology, or a related field; or, (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years' experience in building construction or inspection which shall have involved responsibility of the administration, training, coordination or enforcement of job safety regulations; or, (c) An equivalent combination of training and experience as defined by the limits of (a) and (b). Salary: \$15-17K, based on education and experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Secretary**

**Requirements:** Full-time, 12 Month, 7.5-hour day, Competitive Civil Service, unit position at the Instructional Support Services Center in Oneonta. The successful candidate will be responsible for assisting the Staff Development and School Library Systems with all aspects of general office support which includes but is not limited to answering questions and providing information, maintaining basic records and files, assist in compiling data for reports and visual aids and performing other various clerical and office assistance including scanning materials, typing and transcribing written materials. Excellent computer, prioritization and multi-tasking skills required. Minimum Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Secretarial Sciences or a closely related field. Note: Clerical experience in an office setting which involved using a personal computer, word processor, or typewriter may be substituted on a year for year basis for up to two years of education. Salary: Per current Education Support Professionals Contract.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Teacher Aide**

**Requirements:** Anticipated 10 month, school calendar, 6-hour day (plus lunch) positions (non-unit or unit classification pending). Multiple positions located at the Northern Catskills Occupational Center in Grand Gorge and Otsego Area Occupational Center in Milford. Graduation from high school or possession of a high school equivalency diploma required. Must be able to establish good relationships with children and others; familiarity with classroom routine; above average clerical aptitude; good physical condition required. The successful applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training. Successful applicants will be responsible for, but not limited to: assisting students with behavioral/management needs; assisting in physical care tasks and health related activities as appropriate; supervising students under the direction of classroom teachers and/or other professional staff. Starting salary: \$13,800

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Occupational Therapist, Registered**

**Requirements:** Full-time, 10-month, unit probationary position. The successful candidate will be providing occupational therapy services to students in component school districts. Salary per Educational Support Contract.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Account Clerk**

**Requirements:** Part-time .40 FTE (15 hrs/wk), 10-month, non-unit probationary position located at the Otsego Area Occupational Center in Milford. The successful applicant will have excellent computer skills; the ability to communicate effectively orally and in writing; the ability to prioritize and multi-task; and the ability to understand and follow oral and written instructions required. Minimum Qualifications: Must be a high school graduate or possess a high school equivalency diploma and supplemental courses in bookkeeping or one year of experience or its part-time equivalent maintaining financial accounts and records. Note: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience. The chosen candidate will have custody of all funds. Duties will include, but not be limited to: disburse funds by check form when necessary paperwork is obtained; return the completed check to the student activity treasurer who will send it to the vendor after posting; retain receipts for all funds placed in his/her custody, and shall deposit these funds promptly in a bank designated by the Board of Education; keep an account listing of the receipts and disbursements of each individual activity account. Once each month, receive and verify his/her bank statements and prepare a reconciliation of cash balances and club accounts and forward these to the faculty auditor. Starting salary: \$11.98/hour (15hrs/wk). Additional compensation for college credits/degrees.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 26, 2018

**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.**

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**Position Title: Certified Nursing Assistant Instructor**

**Requirements:** Hourly position dependent on enrollments for classes to be scheduled. Must possess current NYS RN license, Adult Education Certificate and at least 2 years of caring for elderly and/or chronically ill patients. Salary: \$30/hour.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 30, 2018

**Position Title: CDL Driver Instructor**

**Requirements:** Hourly position at the Northern Catskills Occupation Center in Grand Gorge. Providing high school and adult education students with driving practice to obtain their CDL. Wage: \$25/hour. Must be at least 21 years of age and hold a valid CDL license. Must possess high school diploma or equivalent.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 21, 2018

**Position Title: Distance Learning TASC Instructor**

**Requirements:** ONC BOCES is hiring a TASC Instructor for the Alternative High School Equivalency Preparation Program (ASHEP). The program is offered to students ages 16-21 via distance learning from 3:00 PM to 6:00 PM daily starting immediately and ending mid-June. Students attend from their distance learning classroom at their home school with a Room Aide or TA at each location. Must hold appropriate secondary, core-subject certification and secondary special education certification if all students possess an IEP. Host location will be determined in conjunction with selected Instructor. Compensation is hourly for prep and instructional time.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 19, 2018

**Position Title: School Social Worker Supervisor**

**Requirements:** Full-time, 10-month with summer per diem days, grant funded, 7.5-hour day, non-unit position located within the ONC BOCES region (with travel as required). The successful candidate will provide clinical oversight, supervision and leadership in collaboration with schools for clinical services including identifying behavioral health needs; delivery of EBPs; assessments and interventions for youth in the ONC BOCES region. Must possess or be eligible for NYS certification and a Master's degree in Social Work or a Licensed Clinical Social Worker and two years of supervisory experience. Salary: \$53k-\$63k based on education and experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 19, 2018

**Position Title: School Social Workers**

**Requirements:** Full-time, 10-month with summer per diem days, Teacher unit position located within the ONC BOCES region (with travel as required). The successful candidates will collaborate with schools for clinical services; will provide assessments, interventions, and care planning for youth in the ONC BOCES region. Must be a Licensed Mental Health Counselor, Licensed Master Social Worker, Licensed Marriage and Family Therapist, or Licensed Creative Arts Therapist and possess or be eligible for appropriate NYS certification. Must have a valid driver's license and be able to travel to ONC BOCES districts. Salary: Per the Teachers Contract which considers education and years of experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: December 26, 2018

**Position Title: Licensed Teaching Assistants**

**Requirements:** Full-time and part-time, 10-month, unit probationary positions at the Northern Catskills Occupational Center in Grand Gorge, the Otsego Area Occupational Center in Milford and Center Street School in Oneonta.

2 – Full-time positions in Special Education classrooms at the Otsego Area Occupational Center.

2 – Full-time position in a Special Education classroom at the Northern Catskills Occupational Center.

1 – Part-time (PM) position in Career Pathways at the Otsego Area Occupational Center.

Applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training. Must possess or be eligible for NYS Licensed Teaching Assistant certification. Salary per current Education Support Professionals Contract.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Library Technology Specialist**

**Requirements:** Anticipated full-time, 10-month, 7.5-hour day, non-unit probationary position with 10 summer per diem days at the School Library offices in Oneonta. The successful candidate will be an integral member of the School Library System and will facilitate training for ONC BOCES regional educators and school librarians with the primary objective to support the organization's operations, and work with educators on integrating technology and resources into the curriculum through workshops. The candidate must possess or be eligible for NY certification in School Media Specialist or Education Technology and must have a valid driver's license.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Art Teacher**

**Requirements:** Full-time, 10-month unit probationary position responsible for providing art services to students in component districts. NYS Visual Arts certification required. Salary based on education and experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Special Education Teacher 7-12**

**Requirements:** Full-time, 10-month probationary position at the Otsego Area Occupational Center in Milford. Instruction will be within a High School Trust classroom that maximizes learning potential for students with severe behavioral and/or social and emotional in an 8:1:2 setting. The successful candidate will create dynamic instruction that engages a wide range of special need students to achieve success. Must possess or be eligible for proper certification. Salary based on education and experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**Position Title: Speech and Language Disabilities Teacher or Speech Pathologist**

**Requirements:** Full-time, 10-month plus summer per diem days as needed probationary position responsible for providing speech services to students in component districts. NYS Speech and Language certification or Speech Language Pathologist licensure and Speech Therapist certification required. Salary based on education and experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: Open until filled

**ONC BOCES Human Resources, PO Box 382, 2020 Jump Brook Road, Grand Gorge, NY 12434**

**607-588-6291 Ext. 2177/ 607-588-7022 – Fax / [www.oncboces.org](http://www.oncboces.org)**

*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, color, national origin, sex, sexual orientation, disability, genetic disposition or age 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.*