

# Vacancy Notice

POSTED: June 6, 2018  
DEADLINE: See below

Otsego Northern Catskills BOCES

*Nicholas J. Savin*  
*District Superintendent*

**Position Title: Cleaner**

**Requirements:** Full-time, 12 month unit civil service position at the Otsego Area Occupational Center in Milford and the Northern Catskills Occupational Center in Grand Gorge. The successful candidate will maintain the building facilities in a condition of operating excellence, cleanliness and safety; must be willing to be flexible and able to lift up to 50 lbs. Knowledge of mechanical systems, attention to detail and commercial cleaning preferred. Valid Driver's License required.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: June 15, 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.**

**Position Title: Keyboard Specialist**

**Requirements:** Full-time, 12 month competitive civil service position at the Otsego Area Occupational Center in Milford. Responsibilities include but are not limited to assisting with all aspects of purchasing and general clerical duties. Computer proficiency, the ability to prioritize, organize, multi-task and work independently required. Qualifications: Graduation from High School or possession of a High School Equivalency Diploma; or four years of clerical experience.

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

**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.**

**Position Title: Personnel Clerk - Updated**

**Requirements:** Full-time, 12 month, non-unit, competitive civil service position in the Human Resources Office at the Northern Catskills Occupational Center in Grand Gorge. Responsibilities include but are not limited to filing and maintaining personnel records, answering routine questions, purchasing and processing paperwork. Computer proficiency, communication skills, the ability to prioritize, organize and analyze data, multi-task and work independently required. Qualifications: Graduation from an accredited college with an Associate's degree or; graduation from high school or possession of a high school equivalency diploma, and two year of clerical experience or; an equivalent combination of training and experience as defined above.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: June 9, 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.**

**Position Title: Licensed Teaching Assistants**

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

- 1 – Full-time positions in CTE classrooms – Otsego Area Occupational Center
- 5 – Full-time positions in Special Education classrooms – Otsego Area Occupational Center
- 2 – Full-time positions in Special Education classrooms – Northern Catskills 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: Crisis Intervention Specialist**

**Requirements:** Full-time, 10 month probationary position at the Northern Catskills Occupational Center in Grand Gorge. The successful candidate will assist staff and provide crisis intervention support to students dealing with emotional or social crisis. 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. Bachelor's degree plus a current Licensed Teaching Assistant certification or Teacher certification required. 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: Keyboard Specialist - Updated**

**Requirements:** Part-time (approximately 17 hours per week), 10 month competitive civil service position at the Northern Catskills Occupational Center in Grand Gorge. Responsibilities include but are not limited to assisting with all aspects of purchasing and general clerical duties. Computer proficiency, the ability to prioritize, organize, multi-task and work independently required. Qualifications: Graduation from High School or possession of a High School Equivalency Diploma; or four years of clerical experience.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: June 9, 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.**

**Position Title: Summer School Nurse**

**Requirements:** Per Diem position at the Otsego Area Occupational Center in Milford to cover summer school classes from July 2<sup>nd</sup> – August 10<sup>th</sup>. RN or LPN license required.

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

**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.**

**Position Title: Summer School Licensed Teaching Assistants**

**Requirements:** Per Diem positions at the Otsego Area Occupational Center in Milford to cover summer school classes from July 2<sup>nd</sup> – August 10<sup>th</sup>. LTA certification is required.

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

**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.**

**Position Title: Health Benefit & Claims Support Specialist**

**Requirements:** Full-time, 12 month competitive civil service position at the Northern Catskills Occupational Center. The successful candidate will be responsible for assisting with the coordination of the health and dental benefit programs including but not limited to all aspects of billing, preparing for meetings and meeting minutes, reviewing applications and providing assistance to members regarding benefits. Qualifications: Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time clerical experience or its part-time equivalent in working with health/dental and other insurance benefits.

**Application Procedure:** Interested candidates should apply online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern). Deadline: June 10, 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.**

## 2018-2019 School Year

**Position Title: Chemistry/Physics Teacher**

**Requirements:** Anticipated full-time and part-time, 10 month probationary positions in component school districts. ONC BOCES is seeking a dynamic science instructor who will develop engaging lessons for students in component school districts. The selected candidate must possess a certification in Chemistry and/or Physics. The successful candidate will enjoy working as part of a team to implement strategies that address student education challenges. The team focuses on assuring that every student meets graduation requirements and develops post-secondary goals. 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 Language Pathologist**

**Requirements:** Anticipated part-time(possible 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 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

**Position Title: Visual Communications & Media Technologies Teacher**

**Requirements:** Full-time, 10 month probationary position at the Otsego Area Occupational Center in Milford. The successful candidate will be responsible for extending the talents of students interested in art, graphics, and computers to prepare them for careers in commercial arts. Must possess or be eligible for NYS Teacher Certification in Graphic, Printing or Visual Communications; or a minimum of 4 years of experience/related education in photography, videography, art, design, animation painting or related experience including the use of software/technology to support learning (we will assist with proper certification via Career and Technical Education requirements). 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: Principal**

**Requirements:** Full-time, 12 month probationary unit position at the Northern Catskills Occupational Center in Grand Gorge. The successful candidate will be a visionary leader who can work with the school and community in creating an engaging learning environment that prepares students for college and careers in the 21<sup>st</sup> century. Duties include daily engagement and dynamic, positive leadership of supervision, planning and management of Career and Technical Education, Alternative Education and Special Education student services at NCOC. The experienced educational leader will advocate for all students in building academic success, fostering high expectations for students and staff, enhance the professional development program for teachers, staff and administrators; and build upon the strong cooperative and supportive relationships with parents and community members. Must possess or be eligible for appropriate NYS School Administrative certification. Salary \$75-\$85K, 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: Staff Developer Specialists**

**Requirements:** Anticipated full-time, 10 month positions with a 4-year probationary appointment and up to 20 summer per diem days. Candidate must be a NYS certified teacher, have a minimum of five years' teaching experience, demonstrate expertise in teaching and have background in curriculum, instruction, and assessment. Certification in secondary math or science preferred as well as strong verbal/written communication skills and the ability to collaborate with others. Duties include providing professional development to area educators, attending training to maintain a high level of current knowledge and skill in staff development, and working with teachers and administrators to design professional development for staff. Position open until filled. Effective start date: September 1, 2018 with possible summer days starting July 1, 2018. 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: Physical Therapist (PT) or Physical Therapy Assistant**

**Requirements:** Anticipated part-time, 10 month plus summer per diem days as needed probationary position providing physical therapy services to students in component districts. NYS Physical Therapy or Physical Therapy Assistant license required.

**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 K-6**

**Requirements:** Anticipated full-time, 10 month probationary position at the Otsego Area Occupational Center in Milford. Instruction will be within an Elementary 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. 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:** Anticipated full-time, temporary (filing a two year leave of absence), 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. 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: Student Programs Supervisor**

**Requirements:** Full-time, 12 month probationary position covering the ONC BOCES region. The successful candidate will be responsible for supervising and assisting administration with all aspects of the daily operation of student programs including all Special Education programs. Duties will include but not be limited to attending CSE meetings, evaluating faculty and staff, coordinating written and taught curriculum within classrooms assuring alignment with NYS standards and assessments, working with administration on classroom management systems, student discipline and ensuring delivery of services of consultant teachers including compliance with CTS hours and IEPs. Candidate must hold appropriate NYS School Administrative certification. Salary \$70-\$75K, 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: Itinerant Supervisor**

**Requirements:** Full time, 12 month probationary administrative certified position providing leadership for approximately 30 Itinerant programs employees and up to 19 component school districts in the ONC BOCES region. Must have administrative certification and be lead evaluator certified; an ability to articulate a clear, shared vision for quality, cost effective instructional services; an ability to develop strong relationships with districts; possess knowledge of scheduling, Medicaid compliance, APPR, budget monitoring and development and state and federal regulations affecting services; and excellent communication and human relations skills. Salary \$70-75K, 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: School Counselor – Special Education**

**Requirements:** Anticipated full-time, 10 month probationary position at the Northern Catskills Occupational Center in Grand Gorge. The successful candidate will be supporting a wide range of students in Special Education classrooms dealing with severe behavioral and/or emotional crisis. 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: Earth Science Teacher**

**Requirements:** Anticipated full-time, 10 month probationary position at the Otsego Area Occupational Center in Milford. The selected candidate will be a dynamic science instructor who will develop engaging lessons in alternative career and technical education programs and will enjoy working as part of a team to implement strategies that address student education challenges. The team focuses on assuring that every student meets graduation requirements and develop post-secondary goals. Must possess a certification in Earth Science and General Science. 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: Biology Teacher**

**Requirements:** Full-time, 10 month probationary position at the Northern Catskills Occupational Center in Grand Gorge. The selected candidate will be a dynamic science instructor who will develop engaging lessons in alternative career and technical education programs and will enjoy working as part of a team to implement strategies that address student education challenges. The team focuses on assuring that every student meets graduation requirements and develop post-secondary goals. Must possess a certification in Biology with a preferred General Science extension. 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: New Visions Health Professional Instructor**

**Requirements:** Full-time, 10 month probationary position at the A.O. Fox Hospital in Oneonta. The selected candidate will be part of an innovative interdisciplinary, immersion program designed in the health care field; based in a rural health care setting, clinical rotations are designed to allow students to learn about first-hand experience what the health care field is and how academic classroom studies are applied in the field. Must have or be eligible for NYS Biology teaching certification with a dual certification preferred or candidates with a Health Care background are encouraged to apply (we will assist with proper certification via Career and Technical Education requirements). 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.*