

Vacancy Notice

POSTED: March 12, 2018

DEADLINE: See below

Otsego Northern Catskills BOCES

Nicholas J. Savin
District Superintendent

Position Title: Personnel Clerk

Requirements: Part time (approximately 7.5-15 work hours per week/may increase), 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, 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. 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: Computer Technician

Requirements: Part time (2 days a week/may increase), 12 month, non-unit, 7.5 hr/day competitive civil service position located at a component school district. Responsibilities include install and maintenance of computers and related equipment and provide a variety of staff computer technology support services. Qualifications: Graduation from an accredited college with an Associate's degree in computer science, computer technology, computer repair or a closely related field; or graduation from high school or possession of a high school equivalency diploma, and two year of experience in the installation and maintenance of computers and related peripheral equipment; or an equivalent combination of training and experience as defined above.

Application Procedure: Interested candidates should apply online at 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: Keyboard Specialist

Requirements: Full time, 12 month, 7.5 hr/day competitive civil service position in the main office at the Otsego Area Occupational Center in Milford. Responsibilities include receptionist and general office duties and student activity accounts. Candidate must possess excellent computer, interpersonal and communication skills; and the ability to prioritize and multi-task. Salary per Education Support Professionals Contract (minimum \$22674). 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. 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: Special Education Teachers – Certified for Grades Birth - 6

Requirements: Anticipated full-time, 10 month probationary position at Northern Catskills Occupational Center in Grand Gorge; NYS Students with Disabilities B - 6 or NYS Special Education certification preferred but academic subject area certifications will be considered. Instruction will be within an elementary Trust classroom that maximizes learning potential for students with severe behavioral and/or social and emotional difficulties in an 8:1:2 setting. The successful candidate create dynamic instruction that engages a wide range of special need students to achieve success. Salary per BOCESTA contract/education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled.

Position Title: Mechatronics Instructor

Requirements: Full-time, 10 month probationary position at the Otsego Area Occupational Center in Milford. The selected candidate will help launch this new program that will prepare students for professions that involve the operation and maintenance of electro-mechanical systems in automated manufacturing environments or position them to excel in a related course of study at a higher educational institution. Knowledge of electrical, mechanical, engineering, computer technologies and theory. Required minimum of 4 years of occupational experience and/or related education. Must possess or be eligible for NYS Teacher certification. Salary and benefits per BOCESTA contract.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled.

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 and BOCES classrooms at Charlotte Valley CSD.

1 – Full time positions in CTE classrooms – Otsego Area Occupational Center

7 – Full time positions in Special Education classrooms – Otsego Area Occupational Center

1 – 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. 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. 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**

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.