

# Vacancy Notice

POSTED: May 16, 2018

DEADLINE: See below

Otsego Northern Catskills BOCES

*Nicholas J. Savin*

*District Superintendent*

**Position Title: Personnel Clerk**

**Requirements:** Part-time (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](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: 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**

**Requirements:** Part-time (approximately 26 hours per week), 12 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: 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, Secretary or Administrative Aide – title to be determined**

**Requirements:** Full-time, 12 month competitive civil service position at the Otsego Area Occupational Center in Milford. The successful candidate will be responsible for assisting the Student Programs office with all aspects of general office support which includes but is not limited to answering questions and providing information, maintaining basic records and files, processing paperwork including checking for accuracy and completeness, 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 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. 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: May 25, 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: CROP Program Assistant**

**Requirements:** Full-time, grant funded, 10 month, non-unit, Competitive Civil Service position plus summer per diem days as needed supporting the Creating Rural Opportunities Partnership (CROP) after school program and summer program at fourteen area schools under direct of the CROP Program Manager. Duties include organizing and facilitating workshops for CROP personnel; assisting site coordinators at each of the CROP schools; conducting site visits, assisting sites by providing ongoing activity ideas to enhance quality programming and ensure linkage to common core, transportation, snacks, and other elements as needed; collecting and maintaining data for required reporting; assist with program evaluation and grant writing in preparation for subsequent funding; attending meetings as needed. Valid driver's license needed as travel will be required. Classroom or after school teaching experience preferred. Salary \$40-45K, based on education and experience.

**Minimum Qualifications:** A. Masters' Degree in Social Sciences, Public or Business Administration, Social Work or a related field and one year of experience which involved program planning, grants development and administration or; B. Bachelors' Degree Social Sciences, Public or Business Administration, Social Work or a related field and two years of experience which involved program planning, grants development and administration or; C. Associates' Degree in Social Sciences, Public or Business Administration, Social Work or a related field and four years of experience which involved program planning, grants development and administration or; D. High school diploma and six years of experience which involved program planning, grants development and administration. **(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.)**

**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.

**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.

**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: Dean of Students**

**Requirements:** Full time, 10 month plus up to 5 days per diem, Non-Unit Administrative probationary position located at the Otsego Area Occupational Center in Milford. Job responsibilities include behavior management and discipline for all students at OAOC, manage and enforce behavioral expectations, provide leadership and be a resource in effective behavior management, create alternatives to suspension as needed, staff training as needed, assist in the development of classroom management plans and manage the documentation of student behavior. Must hold current NYS Administrative certification. Must have the ability to build positive relationships and communicate with students, staff, parents and component districts. Teaching and/or leadership experience in school setting demonstrating use and implementation of successful student behavior strategies. Salary based on education and experience.

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

**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.

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

**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).

**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)**

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