

BUSINESS AND EDUCATION PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for coordinating the development of a comprehensive employer specific training and/or remedial education program with public agencies and private employers. This program is designed to provide unemployed, underemployed and economically disadvantaged students with technical skills, remedial education, and/or job related information to enhance their opportunities for unsubsidized employment. The work is performed under general supervision of the Director, Occupational and Continuing Education, with leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates vocational, skills training and remedial education training programs offered by BOCES, private industry or educational institutions for students;
Encourages employers and other public and private agencies to contract for, and sponsor, on-the-job training projects to upgrade and improve student job skills;
Develops and maintains liaison with local education, private industry and local Federal and State agency representatives involved in JTPA development, remedial education and training;
Develops and monitors program budgets, obtains funding by proposal development and obtains the resources necessary for conducting effective programs;
Administers the programs by developing and achieving program goals and objectives;
Administers payroll input, attendance, work schedules, mileage, student record systems and other items necessary for the conduct of programs;
Plans for and implements staff orientation, in-service training and professional growth of staff as it meets the needs of the Center;
Develops JTPA, State, Federal and other proposals to obtain funding and develop programs;
Prepares required internal, State Education Department, JTPA and other agency reports;
Develops liaison with advisory committee and conduct activity and planning meetings with such groups;
Provides advisory and consultative services to contract agencies and students concerning the development and implementation of remedial education, skills and job training courses, etc. to improve student employability;
Evaluates skills training program effectiveness and makes recommendations to schools, training agencies and industry concerning course content, adjustment or modification;
Aids in coordination of program publication and information dissemination by speaking to civic groups, the media and issuing news releases;

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TYPICAL WORK ACTIVITIES Cont.:

Advises on the various training programs, and consults with other agency professionals regarding solutions to special problems or difficulties to maximize program effectiveness and success;

Prepares a wide variety of records and reports related to the training and/or remedial education function.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern training methods and techniques; working knowledge of accepted business and industrial personnel practices and procedures related to training programs; working knowledge of the goals and operation of local JTPA training and remedial education programs; working knowledge of the principles of vocational, guidance and placement methods and techniques; working knowledge of Federal, State and JTPA local rules, regulations and policies as they apply to training and remedial education duties; ability to plan, coordinate and evaluate a variety of occupation or skills training and remedial education programs; ability to secure the cooperation of others; ability to understand and carry out oral and written directions; ability to plan and maintain record keeping systems of moderate complexity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree from a regionally accredited or New York State registered college or university in Education, Guidance, Counseling, Business Administration or a closely related field received; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Social or Behavioral Science, Human Resources, Public or Business Administration, Industrial Relations or a closely related field **AND** one (1) year of experience involving the selection, placement and counseling of personnel, occupational guidance, the development or conduct of occupational in-service training, labor management or employee relations or related field; **OR**
- (C) Completion of a minimum of 60 credit hours in a regionally accredited or New York State registered college or university **AND** three (3) years of experience as described in (B) above.