

Jurisdictional Class: Competitive  
EEO Category: Technicians  
Adopted: 11/07/2018

## **ASSISTANT DASA COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible in assisting with a Dignity for All Students (DASA) model for component school districts and BOCES. The incumbent is also responsible providing training and technical assistance to school districts and BOCES by assisting in the development and coordination of school behavioral, emotional, and social interventions to improve school climate and address classroom management and disciplinary issues. The incumbent will also provide information and resources to school staff on DASA. The work is performed in accordance with established policies and procedures under the general supervision of a BOCES supervisor and/or Safety Coordinator. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Implements DASA topics and training designs for presentations and workshops to meet the needs of the school district, staff, and student;  
Provides training or coordinates speakers to provide trainings or workshops on a variety of social, emotional, and behavioral health topics;  
Schedules requests for presentations and workshops within school districts and BOCES;  
Coordinates and prioritizes assignments for training and technical assistance to the component school districts and BOCES;  
Assists BOCES Coordinator(s) or, school district and/or BOCES in the development of a comprehensive implementation plan with measureable goals and objectives;  
Assistant and learns the School Wide Information System (SWIS);  
Advises school districts and BOCES if DASA implementations are consistent with fidelity to the model at the regional, state, and federal level;  
Acts as a liaison between school district and/or BOCES, federal, state, regional Positive Behavioral Interventions and Supports (PBIS) technical assistant specialist and other agencies;  
Establishes and maintains a cooperative relationship with federal, state, regional, and community-based agencies, task forces, and committees to provide DASA;  
Obtains and maintains an up-to-date knowledge of the DASA initiative by keeping abreast of current literature, journals, and information and identifies and updated resources material for use by BOCES Coordinators;  
Assists in the preparation of promotional material for mandating program outreach activities, including preparing brochures, fliers, newsletters, or articles;  
Attends and participates in professional conferences and meeting with school officials;  
Assistant in the preparation of written and statistical reports related program activities for the school districts and BOCES, New York State Department of Education, and for the Federal Safe School/Healthy Student Initiative.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of fundamental principles and practices of DASA; Good knowledge of social, emotional, and behavioral health curriculum, education learning standards, and resources for use; Ability to organize task and set priorities; Ability to prepare and maintain records and reports; Ability to develop and understanding of school improvement; Ability to establish and maintain cooperative relationships with school districts and BOCES staff; Ability to communicate effectively, orally and in writing, to prepare written reports and to provide technical assistance to school district and BOCES staff; Good communication skills; Good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Education, Health, Human Services, or related field **AND** one (1) year experience in providing training or working with school curriculums and education standards; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in providing training or working with school curriculums and education standards.

**SPECIAL REQUIREMENT:**

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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