

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/06/10

BUSINESS & EDUCATION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the BOCES and involves responsibility for directing the programs of Employer Specific Training Program Development, Employment Preparation Education Programs, Vocational Programs and special projects. The work is performed under direct supervision of the Assistant Superintendent for Instruction, with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers Employer Specific Training Program Development, Employment Preparation Education Programs, Vocational Programs and special projects by developing and achieving program goals and objectives;
Obtains funding by proposal development and obtains the resources necessary for conducting effective programs;
Develops and monitors program budgets;
Determines staffing needs and recommends staff for employment;
Plans for, and implements, staff orientation, in-service training and professional growth of staff;
Administers payroll input, attendance, work schedules, mileage, student record systems and other items necessary for the conduct of programs;
Develops County, State, Federal and other proposals to obtain funding and develop programs;
Prepares required internal, State Education Department, County and other agency reports;
Develops liaisons with business, industry, education agencies, funding sources and community agencies;
Develops effective public information and advertising;
Develops liaisons with advisory committee(s) and conducts activity and planning meeting with such groups;
Develops liaisons with agencies;
Develops procedures for day-to-day operations;
Performs any additional duties assigned by the Assistant Superintendent for Instruction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern training methods and techniques; good knowledge of accepted business and industrial personnel practices and procedures related to training programs; good knowledge of the goals and operation of local training and remedial education programs; good knowledge of the principles of vocational, guidance and placement methods and techniques; good knowledge of Federal, State and local rules, regulations and policies, as they apply to training and remedial education duties; ability to plan, coordinate and evaluate a variety

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (continued)

of occupational or skills training and remedial education programs; ability to work well with others; ability to understand and carry out oral and written instructions; ability to communicate effectively orally and in writing; ability to plan and maintain record keeping systems of moderate complexity.

MINIMUM QUALIFICATIONS:

Possession of a Master's Degree in Education, Social or Behavioral Science, Human Services, Public or Business Administration, Professional Studies, Organizational Leadership or a related field, **AND** one (1) year of experience as a supervisor in a large adult and continuing education program, which shall have involved employment and program planning, personnel counseling or placement, or career counseling.

Adopted: 07/21/94
Revised: 07/06/10