

Jurisdictional Class: Competitive
Adopted: August 19, 2022

SUPERVISOR OF ADULT SERVICES AND PROGRAMMING (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical and independent work, involving responsibility for the supervision of all functions associated with workforce and career development, adult education, and select instructional programs and support services at CVES BOCES that meet the educational and training needs of adult learners and help them transition successfully into postsecondary education and the workforce. Duties also include responsibility for planning, implementing, and evaluating a wide variety of adult education and programming services. The work is performed under general supervision with considerable leeway allowed for exercise of independent judgement in planning and executing assignments. Supervision is exercised over subordinate employees engaged in adult services and adult literacy programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops, administers, and coordinates the CV-TEC, One Work Source, and Partners in Transition programs;
Prepares, administers, monitors, and maintains all financial records and budgets relating to programming and grants of the CV-TEC, One Work Source, and Partners in Transitions programs;
Collaborates with external partners to market programs and to recruit students for adult education programming;
Supervises and evaluates all Adult Education, One Work Source, and Partners in Transition staff;
Assists in developing and coordinating professional development opportunities for CVES BOCES staff;
Develops best practices, successful program models, curriculum methods, policies, procedures, and infrastructure to CV-TEC, One Work Source, and Partners in Transition programs, and monitors registration for these programs;
Ensures all educators are appropriately certified or credentialed, are in compliance with NYSED mandated trainings, and receive appropriate professional development opportunities;
Conducts and provides guidance in adult learner assessment, and provides leadership directed toward the improvement of student achievement in the CV-TEC Adult Literacy Programs;
Represents CVES BOCES Adult Education and Workforce Development initiatives as needed/directed;
Develops, coordinates, promotes, implements, and assesses programming for non-traditional adult students;
Collects, tracks, and monitors student data and outcomes;
Serves on various committees, councils, and teams as assigned;
Assists the Director with data collection for long-range planning and evaluation of program quality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of current adult education and workforce development trends, initiatives, resources, strategies, models, and best practices;
Thorough knowledge of federal, state, and local laws, rules, and regulations applicable to adult education;
Thorough knowledge of policies and procedures related to curriculum/course/program development, course creation and scheduling, student intake/registration/data collection, assessment, and database management;
Good knowledge of administrative procedures in an educational environment;
Good knowledge of effective outreach, recruitment, public relations, and marketing methods;

Supervisor of Adult Services and Programming

Good knowledge of principles, practices, and methods of management, program enrollment, and evaluation;
Good knowledge of the development, implementation, and assessment of student learning outcomes;
Ability to conduct research, collect and analyze data, and prepare comprehensive and relevant reports, including narrative and statistical reports;
Ability to develop and maintain budgets, monitor expenditures, utilize resources effectively, and produce accurate fiscal reports;
Ability to operate a computer with a high degree of accuracy and to utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
Ability to create and deliver informative and influential presentations;
Ability to plan and supervise the work of others;
Ability to prepare and write grant applications, and to monitor and administer related programs;
Ability to communicate effectively both orally and in writing;
Ability to understand and follow complex oral and written instructions;
Ability to analyze and resolve complex problems;
Initiative;
Sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree and six (6) years of experience in adult education programming; or
- (b) Possession of a Bachelor's degree and eight (8) years of experience as defined above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a confidential, timely, and efficient manner.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Attachment 3 Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.