

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Assistant Superintendent for Instructional Support Services*

Division: Administration

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Responsible for providing leadership and supervision for the BOCES Instructional Support Services. A **complete job description** is attached.

Qualifications: New York State School District Administrator (SDA) certification required.

Salary: To Be Determined

Starting Date: On or about September 23, 2024

Closing Date: One (1) week from date Notice posted

**For questions regarding this Vacancy Notice, please contact:**

Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754  
Syracuse, NY 13221  
Telephone: (315) 433-2634 Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

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**Equal Opportunity Employer**

*\*Internal Posting\**

**Position:**

Assistant Superintendent – Instructional Support Services

**Division:**

Administration

**General Responsibilities:**

1. Reports to: Deputy Superintendent
2. The Assistant Superintendent – Instructional Support Services is responsible for the leadership and management of all district support service areas provided by the BOCES to assist districts in meeting their instructional, curricular, staff development and planning responsibilities. The Assistant Superintendent has the broad responsibilities for program planning, budgeting, and year-end evaluation of all these programs. In addition, the Assistant Superintendent has fiscal responsibilities for all support service programs including all local, State, and Federally funded programs.
3. General areas of program responsibilities include: Mid-State RBERN, Mid-State RPC, Instructional Technology, Educational Programs, STEM, Consultant Support Services, School Library Systems, Leadership Services, School Improvement, Professional Development, MTSS, Community Schools, Art in Education, Virtual Learning Academy and Regional Summer School.

**Specific Responsibilities:**

1. Program Planning

The Assistant Superintendent, in cooperation with each program administrator, shall:

- 1.1 Continuously assess program needs through formal and informal means recommending revision or continuation of current programs, the creation of new programs, or the termination of non-effective programs.
- 1.2 Be responsible for the establishment, monitoring and involvement of program advisory councils in planning program activities and directions.
- 1.3 Initiate and complete all activities relating to annual program requests from component school districts in accordance with State Education Department and local guidelines.
- 1.4 Regularly convene program administrators to coordinate programs and services to component districts.

2. Program Development and Implementation

The Assistant Superintendent, in cooperation with each program administrator, shall:

- 2.1 Be responsible for having programs in place ready to provide those services contracted for on an annual basis.
- 2.2 Investigate new programs to component districts as the result of a request initiated by component districts for development and initiation of a potentially new service by the BOCES staff.
- 2.3 Implement new programs to support student learning in the region.

3. Program Budgeting

The Assistant Superintendent, in cooperation with each program administrator, shall:

- 3.1 Prepare program budgets which reflect the service requests of component districts and all other clients.
- 3.2 Formally review each program budget throughout the fiscal year with the appropriate program administrator(s).
- 3.3 Utilize fiscal resources to maximize services provided to component school districts.

4. Evaluation/Reporting

The Assistant Superintendent, in cooperation with each program administrator, shall:

- 4.1 Evaluate program effectiveness.
- 4.2 Assess the performance of each administrative staff member and review the evaluations of all other staff.

5. Serve as OCM BOCES representative to the Staff and Curriculum Development Network of the State Education Department.

- 5.1 Facilitate training, forums, focus groups and other meetings in accordance with SED initiatives.
- 5.2 Collaborate with and design regional professional development activities.
- 5.3 Provide information and coordinate training to component districts concerning SED initiatives.

6. Perform related duties as assigned.