



Assistant Superintendent for Administration

OCM BOCES is seeking applicants for the leadership position of Assistant Superintendent for Administration. We are seeking a highly qualified individual to join our focused administrative team. The successful candidate will promote the BOCES ideal of collaboration among school districts, colleges, service agencies and business partners throughout the region. The ability to communicate with and facilitate constituent groups is critical, along with the ability to ensure effective and efficient use of resources. The candidate should be politically informed and have a solid understanding of applicable provisions of the Education Law, regulations of the Comptroller and the Education Department, including but not limited to those pertaining to BOCES and school district funding, BOCES and school district business management, vendor and community partnerships, contract and labor negotiations, BOCES CoSers, school district regulations and reform initiatives.

Administrative/ Management Services supervised by Assistant Superintendent for Administration:

- ACA Tracking & Reporting
- Asset / Records Management
- Central Business Office
- Cooperative Purchasing
- Emergency Communications
- Employee Benefits Coordination
- Health Insurance Cooperative of Central New York
- Itinerant Staff – Shared School Business Official
- Medicaid Reimbursement
- NYSMEC (Energy Purchasing Services)
- OCM Workers' Compensation Consortium
- School Food Service Management
- STAC Support Services

Assistant Superintendent for Administration

The successful candidate for this position will:

- Oversee all aspects of OCM BOCES' Administrative/Management Services Division.
- Ensure the application of BOCES Standards of Excellence to all Management Services.
- Identify, analyze and assist in the improvement of all non-instructional programs and facilities.
- Provide assistance and guidance to local districts in areas of administration, finance and non-instructional services as requested.
- Conduct research or studies in finance or other areas of administration for local school districts or Boards of Cooperative Educational Services as requested by the District Superintendent.
- Assume a leadership role with the Cooperative Health Insurance Fund of Central New York and the OCM BOCES Workers' Compensation Consortium.
- Oversee the operation, maintenance, renovation and/or construction of OCM BOCES facilities.
- Assist the District Superintendent in the interpretation and administration of New York State Education Department (NYSED) cooperative service agreements.
- Ensure the application of a transparent and accurate BOCES budget development process.
- Assume a leadership role in the planning and execution of meetings for OCM BOCES component district school business officials.

Leadership Qualities

The Assistant Superintendent for Administration is:

- ❖ An innovative, creative, and visionary leader who will inspire, lead and support administrative/ management services.
- ❖ Able to identify potential areas of improvement, establish priorities, implement solutions and evaluate results.
- ❖ Capable of assessing local needs and coordinating staff to provide quality programs and services.
- ❖ Strong, effective written and verbal communicator with excellent presentation skills.
- ❖ An effective user of technology.
- ❖ A proven leader who demonstrates a style that encourages collaboration, partnerships and responsiveness to district needs.
- ❖ Delegates authority and holds others accountable.



Component School Districts

Baldwinsville
 Cazenovia
 Chittenango
 Cincinnatus
 Cortland Enlarged City
 DeRuyter
 East Syracuse Minoa
 Fabius-Pompey
 Fayetteville-Manlius
 Homer
 Jamesville-Dewitt
 LaFayette
 Liverpool
 Lyncourt Union Free
 Marathon
 Marcellus
 McGraw
 North Syracuse
 Onondaga
 Solvay Union Free
 Tully
 West Genesee
 Westhill

Application materials must be received by June 30, 2017

Terms of Employment

OCM BOCES will offer a four-year probationary appointment for the position of Assistant Superintendent for Administration. The salary is competitive. A professional benefits package is also available.

www.ocmboces.org

The District Superintendent of the Onondaga-Cortland-Madison BOCES invites applications for the position of Assistant Superintendent for Administration.

Application Process

OCM BOCES assists 23 component school districts in meeting the educational needs of all students through its five divisions: Student Services, Instructional Support Services, Technology Services (Central New York Regional Information Center), Labor Relations and Administrative/Management Services. Located in Onondaga, Cortland and Madison counties in Central New York, OCM BOCES encompasses 1,433 square miles. Our school districts vary in size from small, rural K-12 districts on single campus settings to large, suburban districts with enrollments ranging from 299 to more than 9,000. Our combined public school enrollment ranks seventh among the 37 BOCES in the state.

Applicants must possess or be eligible for New York State School District Administrator (SDA), School Business Administrator (SBA), School District Leader (SDL) or School District Business Leader (SDBL) Certification.

Interested persons are encouraged to apply by submitting:

- ❖ Letter of application/cover letter
- ❖ Current resume
- ❖ Completed application form (available at www.ocmboces.org – Click on Jobs & Certification, Employment Opportunities)
- ❖ College/University Placement folder including transcripts and letters of reference
- ❖ Copy of School District Administrator or School District Leader Certificate

The deadline for the receipt of applications is **June 30, 2017**.

All materials should be sent to:

Mr. Joseph Bufano, Esq., Director of Human Resources/School Attorney
 OCM BOCES
 PO Box 4754
 Syracuse, NY 13221
 Phone: 315-433-2631
 E-mail: jbufano@ocmboces.org

The Board anticipates making an appointment in August, 2017 with the new assistant superintendent expected to assume the position in October, 2017.

Applicants are not to contact members of the OCM BOCES Board of Education or the State Education Department.

OCM BOCES Board of Education

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