



BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

CAREER OPPORTUNITY

PLEASE RE-POST

PLEASE RE-POST

VACANCY: ASSISTANT DIRECTOR FOR INSTRUCTION & PROGRAMS

LOCATION: VALHALLA

EFFECTIVE: SEPTEMBER 1, 2015

SALARY: COMMENSURATE WITH EXPERIENCE

SAMPLE RESPONSIBILITIES:

- Provides leadership and oversees instruction and programs in Career and Special Services;
- Record, monitor, manage and report student, teacher and BOCES-wide data;
- Provide "on-the-spot" professional development, support and teacher coaching to maximize teacher effectiveness and student learning;
- Serve as a liaison to institutions of higher learning. Collaborate to establish relationships beneficial to students & staff in furthering educational opportunities & post high school endeavors;
- Serve as a liaison to Business and Industry. Collaborate to establish relationships beneficial to students and staff in furthering educational opportunities & application of skills and knowledge;
- Foster & facilitate a working relationship with community agencies/services, component/participating districts, other BOCES and state agencies to enhance programs and services.

QUALIFICATIONS:

- Possess a Master's Degree and New York State SDA or SDL Certification
- Excellent verbal & writing communication skills, computer literacy
- Administrative experience at building level or central office in special education programs;
- Highly desirable: administrative/teaching experience in career technical education, secondary education and/or special education.

All inquiries regarding this position should be forwarded to:

James A. Gratto, Jr.

Director of Human Resources

Southern Westchester BOCES

17 Berkley Drive

Rye Brook, NY 10573

CLOSING DATE FOR APPLICATIONS IS AUGUST 17, 2015

BOCES Southern Westchester is an equal opportunity employer

BOCES Southern Westchester does not discriminate on the basis of sex, age, race, creed, national origin or disability, in its employment, admissions practices, vocational educational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973 and Title VII and the Americans With Disabilities Act.

PLEASE DO NOT REMOVE FROM BULLETIN BOARD