

COORDINATOR OF STAFF DEVELOPMENT AND SCHOOL SAFETY

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for coordinating the planning and implementation of recruitment, training, continuing education and professional development activities for employees of the Herkimer County BOCES and component school districts. Responsibilities also include assisting component school districts in fulfilling the statutory requirements of school safety legislation. The work is performed under the direction of the BOCES District Superintendent and Assistant District Superintendent. Supervision may be exercised over clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Works with component school districts in establishing school building safety plans;
- Makes referrals for potential employees to appropriate agencies for fingerprinting, photo identification and background investigation;
- Actively recruits teaching and non-teaching personnel, both on location and in the field;
- Coordinates the planning and implementation of training, mentoring and educational activities for employees of the BOCES and component school districts;
- Works with supervisors and administrators to identify training and educational needs of districts, develops training programs to meet such needs and conducts or arranges for formalized training programs;
- Supervises the development, revision and installation of standard or specialized training programs, outlines and materials;
- May make recommendations regarding the selection of employees to attend institutions, seminars, conferences, etc.
- Conducts studies to determine training needs, establish criteria and evaluate results;
- Organizes and gives guidance to committees participating in the development of training and professional development programs;
- Counsels staff desiring to pursue educational or professional development programs;
- Makes arrangements for physical facilities and equipment for training sessions;
- Maintains training materials for use by all districts;
- Prepares, and may personally conduct, orientation programs for newly appointed faculty and staff;
- Prepares educational impact assessment studies;
- Compiles, prepares and submits various reports and statistical analyses of safety and staff development programs;
- Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques of developing, supervising and evaluating training programs; good knowledge of the methods of constructing and scheduling training courses; good knowledge of proper utilization of training equipment; good knowledge of safety programs and laws governing school safety; good knowledge of principles of education; ability to operate a personal computer with program soft ware and peripheral equipment; ability to maintain confidentiality of information; ability to plan and develop curricula and lesson plans, and to teach both professional and clerical employees directed toward integrating the training program with the on-going operation of the districts; ability to prepare clear and accurate reports and records; ability to establish and maintain successful relationships with others; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- EITHER:**
- (A)** Graduation from a regionally accredited or NYS registered college or university with a Master=s degree in education, criminal justice, human resources, business administration or related field;
 - or** **(B)** Graduation from a regionally accredited or NYS registered college or university with a Bachelor=s degree in one of the areas specified in **(A)**, and at least one year of technical level experience in human resources, education, business or criminal justice.
 - or** **(C)** An equivalent combination of training and experience as defined by the limits of **(A)** and **(B)** above.