

Vacancy Notice

POSTED: December 5, 2018

DEADLINE: See below

Otsego Northern Catskills BOCES

Nicholas J. Savin

District Superintendent

Position Title: Assistant Safety & Risk Officer

Requirements: Anticipated part-time (approximately 2 days per week), 12-month, non-unit competitive civil service position at Otsego Area Occupational Center in Milford. The successful candidate will assist the Safety Risk office in health, safety and risk management programs for schools in order to avoid illness or injury to students and employees; and maintaining compliance with Federal, State and local regulations. Knowledge of OSHA, Fire Safety, Labor & Health regulations preferred. Minimum qualifications: (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering science, engineering technology, construction technology, fire protection technology, or a related field; or, (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years' experience in building construction or inspection which shall have involved responsibility of the administration, training, coordination or enforcement of job safety regulations; or, (c) An equivalent combination of training and experience as defined by the limits of (a) and (b). Salary: \$15-17K, based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Secretary

Requirements: Full-time, 12 Month, 7.5-hour day, Competitive Civil Service, unit position at the Instructional Support Services Center in Oneonta. The successful candidate will be responsible for assisting the Staff Development and School Library Systems with all aspects of general office support which includes but is not limited to answering questions and providing information, maintaining basic records and files, assist in compiling data for reports and visual aids and performing other various clerical and office assistance including scanning materials, typing and transcribing written materials. Excellent computer, prioritization and multi-tasking skills required. Minimum Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Secretarial Sciences or a closely related field. Note: Clerical experience in an office setting which involved using a personal computer, word processor, or typewriter may be substituted on a year for year basis for up to two years of education. Salary: Per current Education Support Professionals Contract.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Teacher Aide

Requirements: Anticipated 10 month, school calendar, 6-hour day (plus lunch) positions (non-unit or unit classification pending). Multiple positions located at the Northern Catskills Occupational Center in Grand Gorge and Otsego Area Occupational Center in Milford. Graduation from high school or possession of a high school equivalency diploma required. Must be able to establish good relationships with children and others; familiarity with classroom routine; above average clerical aptitude; good physical condition required. The successful applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training. Successful applicants will be responsible for, but not limited to: assisting students with behavioral/management needs; assisting in physical care tasks and health related activities as appropriate; supervising students under the direction of classroom teachers and/or other professional staff. Starting salary: \$13,800

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Occupational Therapist, Registered

Requirements: Full-time, 10-month, unit probationary position. The successful candidate will be providing occupational therapy services to students in component school districts. Salary per Educational Support Contract.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

Position Title: School Social Worker Supervisor

Requirements: Full-time, 10-month with summer per diem days, grant funded, 7.5-hour day, non-unit position located within the ONC BOCES region (with travel as required). The successful candidate will provide clinical oversight, supervision and leadership in collaboration with schools for clinical services including identifying behavioral health needs; delivery of EBPs; assessments and interventions for youth in the ONC BOCES region. Must possess or be eligible for NYS certification and a Master's degree in Social Work with current clinical licensing in NY and two years of supervisory experience. Salary: \$53k-\$63k based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: December 19, 2018

Position Title: Certified Nursing Assistant Instructor

Requirements: Hourly position dependent on enrollments for classes to be scheduled. Must possess current NYS RN license, Adult Education Certificate and at least 2 years of caring for elderly and/or chronically ill patients. Salary: \$30/hour.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: December 30, 2018

Position Title: CDL Driver Instructor

Requirements: Hourly position at the Northern Catskills Occupation Center in Grand Gorge. Providing high school and adult education students with driving practice to obtain their CDL. Wage: \$25/hour. Must be at least 21 years of age and hold a valid CDL license. Must possess high school diploma or equivalent.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: December 21, 2018

Position Title: Library Technology Specialist

Requirements: Anticipated full-time, 10-month, 7.5 hour day, non-unit probationary position with 10 summer per diem days at the School Library offices in Oneonta. The successful candidate will be an integral member of the School Library System and will facilitate training for ONC BOCES regional educators and school librarians with the primary objective to support the organization's operations, and work with educators on integrating technology and resources into the curriculum through workshops. The candidate must possess or be eligible for NY certification in School Media Specialist or Education Technology and must have a valid driver's license.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Licensed Teaching Assistants

Requirements: Full-time and part-time, 10-month, unit probationary positions at the Northern Catskills Occupational Center in Grand Gorge, the Otsego Area Occupational Center in Milford and Center Street School in Oneonta.

- 4 – Full-time positions in Special Education classrooms at the Otsego Area Occupational Center.
- 2 – Full-time position in a Special Education classroom at the Northern Catskills Occupational Center.
- 1 – Part-time (PM) position in Career Pathways at the Otsego Area Occupational Center.

Applicants must be able to perform all essential job functions with or without accommodations including performing physical restraints, as necessary, in accordance with TCI training. Must possess or be eligible for NYS Licensed Teaching Assistant certification. Salary per current Education Support Professionals Contract.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Art Teacher

Requirements: Full-time, 10-month unit probationary position responsible for providing art services to students in component districts. NYS Visual Arts certification required. Salary based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Special Education Teacher 7-12

Requirements: Full-time, 10-month probationary position at the Otsego Area Occupational Center in Milford. Instruction will be within a High School Trust classroom that maximizes learning potential for students with severe behavioral and/or social and emotional in an 8:1:2 setting. The successful candidate will create dynamic instruction that engages a wide range of special need students to achieve success. Must possess or be eligible for proper certification. Salary based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

Position Title: Speech and Language Disabilities Teacher or Speech Pathologist

Requirements: Full-time, 10-month plus summer per diem days as needed probationary position responsible for providing speech services to students in component districts. NYS Speech and Language certification or Speech Language Pathologist licensure and Speech Therapist certification required. Salary based on education and experience.

Application Procedure: Interested candidates should apply online at www.olasjobs.org/southern. Deadline: Open until filled

**ONC BOCES Human Resources, PO Box 382, 2020 Jump Brook Road, Grand Gorge, NY 12434
607-588-6291 Ext. 2177/ 607-588-7022 – Fax / www.oncboces.org**

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