

BOCES MANAGER

Purpose Statement

The job of BOCES Manager was established for the purpose/s of managing the Board of Cooperative Educational Services (BOCES) program; researching and acquiring a variety of community resources that meet NCSD #1, BOCES, and Casper College board goals and objectives; working collaboratively with and facilitating positive relationships with NCSD #1 and/or post-secondary institutions, community organizations, students, and/or parents.

This job is distinguished from similar jobs by the following characteristics: position is supervised by NCSD #1 Associate Superintendent of Curriculum & Instruction in consultation with the BOCES Board and Casper College BOCES Co-Facilitator.

This job reports to Associate Superintendent of Curriculum & Instruction

Essential Functions

- Analyzes a variety of data (e.g. ACE/BOCES grant requirements, program eligibility requirements, program evaluation, statistics, financial aid, etc.) for the purpose of providing current and applicable information to all stakeholders (e.g. students, parents, BOCES Board, NCSD #1 and Casper College personnel).
- Collaborates with various groups (e.g. NCSD #1 personnel, the BOCES Board, schools, community and post-secondary organizations, students, parents, etc.) for the purpose of improving the educational experiences of students in Natrona County.
- Communicates with a variety of stakeholders (e.g. NCSD #1 and Casper College personnel, the BOCES Board, the public, students, parents, state and federal agencies, etc.) for the purpose of conveying and/or receiving information.
- Coordinates educational opportunities (e.g. ACE & BOCES programs, including post-secondary courses, enrichment activities, etc.) for the purpose of promoting student achievement and successful transition in accordance with the goals and objectives of the program.
- Develops a variety of written materials (e.g. documents, correspondence, agendas, minutes, bulletins, required state/federal reports, other reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Develops activities for stakeholders (e.g. partner and articulation meetings, NCSD #1 and Casper College personnel, students, parents, and community, etc.) for the purpose of promoting the mission of the program.
- Facilitates changes in service agreements (e.g. cohorts, articulation agreements, etc.) for the purpose of developing and promoting organizational goals and objectives.
- Maintains a variety of records (e.g. student records, program participation and progress data, various budget reports, etc.) for the purpose of providing required information and/or documentation.
- Manages BOCES budget (e.g. accounts payable, accounts receivable, and assisting the auditors, etc.) for the purpose of ensuring compliance with state and federal requirements and meeting the financial goals and objectives of the program.
- Manages program services for the purpose of ensuring services are provided in alignment with NCSD #1, BOCES, and Casper College board goals and objectives.
- Oversees student workers for the purpose of matching with identified activities, developing skills, and ensuring their understanding of established policies and procedures.
- Presents data in a variety of settings (e.g. BOCES, NCSD #1, Casper College, and community organization meetings, etc.) for the purpose of making recommendations for program change in service to students and the BOCES Board.
- Promotes mission and services provided by BOCES for the purpose of advancing and facilitating a positive and successful educational experience for students.

- Recruits students for the program in partnership with NCSD #1, Casper College, and the University of Wyoming (UW) (e.g. eligibility requirements, scheduling and registering for classes, etc.) for the purpose of assisting students in meeting high school graduation and college eligibility requirements.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; budget management; community resources; successful program development and implementation; and grant process design.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating and negotiating persuasively with diverse groups, maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; and flexible work schedule.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
Bonded

FLSA Status

Exempt

Approval Date

11/10/2008

Salary Grade

Exempt 70CX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____