

## **SUPERVISOR OF SCHOOLS-TO-CAREERS PARTNERSHIP**

**DISTINGUISHING FEATURES OF THE CLASS:** The Supervisor of Schools-To-Careers Partnership is responsible for overseeing the implementation of the regional Broome-Tioga Schools-To-Careers Partnership. This work includes the planning, development, and implementation of partnerships between local businesses, postsecondary institutions, community agencies, professional associations, labor organizations and local school districts. The incumbent provides leadership and solicits local businesses for financial contributions, career internships, and job opportunities for students. The Supervisor of Schools-To-Careers Partnership receives general direction from the Assistant Superintendent for BOCES Instructional Programs. The Supervisor of Schools-To-Careers may supervise a staff of Program Assistants and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops and implements the Schools-To-Careers Partnership;  
Develops and monitors an annual budget;  
Establishes contacts and maintains liaisons with local businesses, postsecondary institutions, community agencies, professional associations, labor organizations and local school districts;  
Provides program information to school and business representatives;  
Prepares and executes partnership agreements between educational institutions and private industry;  
Visits program sites to evaluate progress;  
Keeps records and writes reports on program goals and progress;  
Creates awareness of this program through publicity and promotional efforts;  
Solicits funds to support activities.

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

Comprehensive knowledge of the School-To-Careers Partnership policies and goals;  
Thorough knowledge of the local business community;  
Thorough knowledge of the local education community;  
Ability to promote and publicize the Schools-To-Careers Partnership;  
Ability to develop positive working relationships with business representatives and school representatives;  
Ability to communicate well orally and in writing;  
Ability to allocate grant funds for specific activities;  
Ability to motivate others;  
Ability to demonstrate leadership;  
Dependability;  
Initiative;

Self-discipline;  
Motivation;

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in public or business administration, marketing, labor relations, human services, social sciences or related field and at least four years full-time experience in employment program planning, personnel counseling or placement, personnel management, or related field, two of these years which must have been in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in public or business administration, marketing, labor relations, human services, social sciences or related field and at least six years full-time experience in employment program planning, personnel counseling or placement, personnel management, or related field. Two of these years which must have been in a supervisory capacity; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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COMPETITIVE