

PROGRAM DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves the coordination of staff development and curriculum development for teacher workshops and student activities in the BOCES district. The incumbent gives and/or coordinates presentations to teachers, school administrators and partners in business. The work is performed under general supervision in accordance with departmental policies. Supervision is not a requirement of this position. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Works with individual clients (school districts, businesses, local agencies and individuals) to meet defined program goals;
Recruits business or community volunteers to conduct career-related activities, volunteer as mentors, or offer youth apprenticeship positions;
Schedules work-based learning activities such as speakers, tours, career shadows, etc.;

Conducts studies to determine training and education needs;
Oversees development of proposals to meet the programming needs of local agencies;
Prepares project feasibility statements and makes recommendations to the supervisor;
Maintains a liaison between contract, local and state agencies regarding needs of local districts;
Establishes criteria to evaluate proposed and ongoing projects and regularly shares qualitative and quantitative data regarding the programs;
Assures dissemination of Request for Proposals to local agencies and individuals;
Collects documentation and completes applications for program funding;
Evaluates program budgets, prepares billings, claims, invoices and tracks revenue and expenditures;
Collects information and prepares the compilation of statistical tables and special reports;
Makes arrangements for physical facilities, supplies, equipment sessions;
Facilitates sub-committee meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices and techniques of developing and evaluating training programs;

Working knowledge of program administration including budgeting, program reporting, communication;
Working knowledge of standard office software applications including word processing, spreadsheets and databases;
Ability to organize and coordinate complex and diverse phases of program development initiatives;
Ability to write clear and accurate reports and records;
Ability to negotiate with a diverse group of community leaders;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to deal effectively with people;
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered college or university with a Bachelors' degree and one year experience in program planning, program administration or teaching ; OR
- B) Graduation from a regionally accredited or NYS registered college or university with an Associates' degree and three years experience in program planning, program administration or teaching; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience in program planning, program administration or teaching; OR
- D) An equivalent combination of training and experience as indicated within the limits of A), B) and C) above.