

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COORDINATOR OF VOCATIONAL PROGRAMS - BOCES

TITLE #: 1178

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for participation in the overall coordination of vocational programs offered through the Office of Adult and Continuing Education at Orange-Ulster BOCES. The position has supervisory responsibility for non-certified instructional staff and clerical support staff. Work is performed under the general supervision of the Director of Adult and Continuing Education and questions requiring educational expertise are referred to the Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates all aspects of the vocational programs including, but not limited to, hiring and orienting new instructors, ordering books, equipment and supplies, scheduling programs and classrooms, overseeing the preparation of course brochures, distributing and evaluating student course evaluations, scheduling clinical sites, overseeing the distribution of certificates of completion;

Supervises program instructors and support staff;

Assists in the planning, development and upgrading of vocational educational curricula;

Supervises instruction through classroom visitations, observations and conferences with instructors;

Assists with interviewing and processing applications of prospective personnel;

Functions as a liaison between day and evening staff;

Acts as a resource person in the development of appropriate teaching techniques;

Evaluates course outlines and instructional goals;

Participates in the placement of vocational education students in classes, as well as in job settings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of vocational education programs for adults; ability to develop course schedules; ability to supervise the work of others; ability to evaluate instructional goals; ability to communicate, both orally and in writing; interviewing skills; good powers of observation; organizational skills; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or NYS approved college or university and three (3) years of paid work experience involving planning and/or overseeing training programs for adults.

NOTE: Experience as an instructor will not be accepted as qualifying experience.

REVISED: 4/24/18 DC