

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

CLASS TITLE: NON-PUBLIC SCHOOLS SERVICES
PROGRAM COORDINATOR (YIDDISH-ENGLISH SPEAKING)

TITLE #: 1431

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and confidential position with responsibility for performing a wide variety of administrative duties and for establishing and maintaining lines of communication between the Kiryas Joel Union Free School district and non-public schools, Yiddish speaking students and parents, teachers and administrators. The work involves assessing needs and coordinating services and academic programs for non-public schools within the school district. Incumbents must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking residents and the general public. The work is performed under the general supervision of the Superintendent of Schools but also involves working closely with a school board and school district staff. Leeway is allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a liaison between the non-public schools, students, parents, teachers and administrators, community resources and the school district concerning academic needs, access to programs and services, and other issues;

Meets with school officials, parents and students to conduct a needs assessment for services and programs;

Assists the Superintendent and school board in addressing needed services, in establishing measurable goals and objectives, and evaluating their implementation;

Develops contacts and maintains information regarding resources;

Acts as a liaison between the school district and local community;

Works on special projects as requested by the Superintendent and school board related to non-public schools;

Attends conferences and meetings with school officials and community agencies;

Makes arrangements for meetings, conferences and workshops.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of non-public school programs and services; working knowledge of school district programs, objectives and goals; ability to plan, develop and coordinate programs; ability to establish and maintain cooperative working relationships with the district personnel, community officials and the general public; ability to demonstrate a working proficiency in Yiddish; ability to communicate effectively orally; ability to maintain a high degree of confidentiality; tact; initiative; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year of administrative experience in public or private school setting;
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree and three (3) years of experience as outlined above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined above.

NOTE: Proficiency in the Yiddish language will be evaluated during the probationary period.

JURISDICTIONAL CLASS: Non-Competitive for one position only.

Juris. Class update: 9/19/2017