

BOCES CASE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The coordinator will act as a liaison among community agencies, schools and families of the high risk population. The incumbent will be responsible for developing a "plan of action" for the child and the family, in conjunction with other program staff, in an attempt to encourage educational goals and to teach life skills. The work is performed under the supervision of professional and/ or administrative staff. Supervision may be exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as liaison among home, schools and community agencies;

Assesses the needs of the child and the family using team approach;

Develops a "plan of action" for the child and the family in conjunction with the family and program staff;

Coordinates scheduling of services to be provided;

Coordinates and participates in After School Programs that may include the following components: study skills, life skills, nutrition and parenting information;

Conducts team conferences;

Compiles information and prepares reports;

Makes home visits as necessary;

May transport children and family if needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and concepts utilized in the educational field; good knowledge of available community agencies and resources; organizational skills; ability to provide instruction on life skills; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; initiative; tact and courtesy; a high degree of confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Possession of a bachelor's degree from a regionally accredited or New York State registered college or university which is supplemented by a minimum of thirty (30) semester credit hours in education, social or behavioral sciences and one year of full-time paid, or its' part-time equivalent, experience in education or human services.

9800 BOCE CS CD
Classification: Competitive
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