

DASA TRAINER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides DASA (Dignity for All Students Act) training and technical assistance services to districts, colleges and universities to assure compliance with regulations. This position is well versed in the Dignity for All Students Act and is responsible for reporting requirements as required by the New York State Education Department. The incumbent creates and implements professional development programs in compliance with laws, regulations and initiatives of the State Education Department (SED) for district-assigned Dignity Act Coordinators. The work is performed under the general and administrative supervision of the Director of Adult Education, with considerable leeway allowed in carrying out the details of the work. Supervision may be exercised over the work of clerical staff and training personnel. 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.

Provides DASA training and technical assistance services to districts, colleges and universities to assure their compliance with SED regulations;

Designs the DASA program of studies ensuring that all information is current and in compliance with the requirements as outlined by the SED;

Submits reports as required by the SED;

Creates and implements professional development programs for district-assigned Dignity Act Coordinators as needed during the school year;

Provides telephone and in-person technical assistance to districts related to implementation, reporting and other aspects of the Dignity for All Students Act;

Creates and provides in-person training aligned with the NYSED Dignity Act Certification course syllabus;

Works with universities to establish a schedule and provide graduating students with the Dignity Act Certification course;

Submits all required NYSED approved training materials as required for the Dignity Act Certification course;

Establishes and maintains liaisons with the SED and other advisory or regulatory agencies in order to assist in disseminating relevant DASA information;

Prepares and provides reports as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Dignity for All Students Act; good knowledge of DASA reporting requirements and regulations as required by the NYSED; good knowledge of training methods and procedures; good knowledge of the organizational functions, policies and regulations of a regional information center and component school districts; ability to plan and organize; ability to prepare and deliver training programs; ability to write clear and accurate reports; ability to work independently; ability to create and implement professional development programming regarding the Dignity for All Students Act; ability to establish and maintain cooperative relations with others; ability to communicate effectively, both orally and in writing; initiative; accuracy; poise; tact; courtesy and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Administration, Business Administration, Education, Communications, Public Relations, or closely related field and two (2) years of full-time paid, or its part-time equivalent, experience in coordinating and providing formal training to staff; **OR**
- B. Possession of a Bachelor's Degree in Public Administration, Business Administration, Education, Communications, Public Relations, or closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in coordinating and providing formal training to staff; **OR**
- C. Possession of an Associate's Degree in Public Administration, Business Administration, Education, Communications, Public Relations, or closely related field and five (5) years of full-time paid, or its part-time equivalent, experience in coordinating and providing formal training to staff; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of current Dignity Act Certification by the New York State Department of Education.

ULSTER COUNTY
2079 DASA TRNR
Classification: Competitive
OA

Adopted: October 17, 2022