

STUDENT SUPPORT SERVICES MANAGER (ADULT HEALTH OCCUPATIONS)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages, oversees and provides technical assistance for the comprehensive Adult Health Occupations program and Adult Health Occupation training services offered through the BOCES Student Support Services Center to component school districts. Training and technical services are provided to help districts implement adult school health occupations programs in compliance with laws, regulations and initiatives of the State Education Department (SED). 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 is 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.

Designs and manages regional plans to provide training, technical assistance, resources and information to schools for a Comprehensive Adult Health Occupations program;

Assists and advises the Director of Career Pathways Programs on the emerging trends in Health Care Occupations and assists the Career and Technical Education (CTE) staff with the development of CTE offerings in the area;

Coordinates adult training and technical assistance to regional districts as related to health occupations;

Works collaboratively with regional partners, especially the representatives of SUNY Ulster, in program coordination;

Collaborates with service providers in the region to identify needs and resources to build local capacity for Comprehensive Health Occupations training and certification as appropriate;

Establishes and directs staff to manage regional database including school profiles and regional resources;

Establishes and works with staff to keep home page current with regulations, guidelines, recommendations, and resource links on areas related to Adult Health Care Occupations;

Facilitates a Regional Advisory Council of BOCES/City designated liaisons and others as appropriate;

Provides standards-based curriculum alignment and development support;

Establishes effective budgetary management for program operations;

Conducts program evaluation, makes recommendations for program involvement and seeks funding and drafts proposals;

Prepares and submits reports as required by SED and other certification, accreditation, and/or funding sources related to Health Occupation education and training;

Assists in the hiring, supervision, and evaluation of program staff, and makes recommendations related to program funding and responsibilities;

Disseminates relevant information to the region.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and concepts utilized in the health education field; good knowledge of job-related research tools and available community agency and resources in the health field; good knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of available computer technologies; working knowledge of available funding sources; good customer service skills; good organizational, planning and project management skills; ability to manage, oversee and provide technical assistance for an adult health occupation program; ability to work independently; ability to supervise the development of training programs; ability to establish and maintain cooperative relations with clients and personnel; ability to disseminate information; ability to communicate effectively, both orally and in writing; initiative; poise; tact; courtesy and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Health Education, Public Health, Nursing, or a closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, one (1) year of which must have been in a supervisory capacity; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree, which included 24 credit hours in Health Education, Public Health, Nursing, or a closely related field and five (5) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, one (1) year of which must have been in a supervisory capacity; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree, which included 15 credit hours in Health Education, Public Health, Nursing, or a closely related field and seven (7) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, one (1) year of which must have been in a supervisory capacity; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY

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Classification: Competitive

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Adopted: January 25, 2022