

## **STUDENT SUPPORT SERVICES MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class provides management and technical assistance for comprehensive school health and youth development services offered through the BOCES Hudson Valley Student Support Services Center to the school districts. Training and technical services are provided to help districts implement school health and wellness projects 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 Assistant Director for Instructional Services and the Supervisor of the Center for School Safety in BOCES, 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.

Establishes and maintains liaisons with the SED and other advisory or regulatory agencies in order to set up and maintain a regional advisory council within BOCES to assist in disseminating relevant health, safety and wellness information;

Assists districts in implementing special projects related to comprehensive school health and wellness issues as promulgated by SED initiatives and/or Federal regulation;

Coordinates comprehensive health and wellness training and technical assistance services to districts in order to assure their compliance with regulations;

Develops, maintains and manages local databases providing school profiles, regional resources and utilization plans;

Designs and manages regional plans to provide training, technical assistance, resource utilization and information update services for comprehensive school health and wellness issues;

Provides advisory services and development support for standards-based curriculum to assure regulatory compliance and sound management practices;

Integrates SED health-related updates into regional databases and service offerings;

Collaborates with regional service providers to identify perceived needs and the resources available to meet those needs and build local capacity to service them;

Submits grant reports as required by the SED;

Establishes and monitors a home page on the Mid-Hudson Regional Information Center's web site for the Student Support Services Center;

Supervises and evaluates program staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of job-related research tools and community agency resources; good knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of available computer technologies; good customer service skills; good organizational, planning and project management skills; 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 communicate effectively, both orally and in writing; initiative, poise, tact, courtesy and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Health Education, Public Health, Business Administration, Public Administration, Home Economics, Sociology, Nursing, Social Work 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 a regionally accredited or New York State registered college or university with a Bachelor's Degree, which includes 24 credit hours in Health Education, Public Health, Business Administration, Public Administration, Home Economics, Sociology, Nursing, Social Work 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 a regionally accredited or New York State registered college or university with an Associate's Degree, which includes 15 credit hours in Health Education, Public Health, Business Administration, Public Administration, Home Economics, Sociology, Nursing, Social Work 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 and 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  
6988 ST SUP MGR  
Classification: Competitive  
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Adopted: January 21, 2005