

HEALTH CAREERS COORDINATOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at BOCES and is responsible for developing, administering and coordinating health occupations job training programs. The incumbent of this position provides leadership in managing and implementing a comprehensive post-secondary adult vocational nursing program. Supports departmental goals in order to assure compliance with programmatic accreditation and/or licensure, internal consistency, and graduate outcomes that meet workplace and placement expectations. Participates in budget preparation and fiscal administration, curriculum development and coordination, handbook development and selection/coordination of program specific external clinical facilities and instruction. Provides professional leadership and support for teaching faculty, serves as a mentor and facilitator for faculty, and enables an environment which fosters creativity, responsiveness and self-responsibility. General supervision is received from a higher level administrator but wide leeway is allowed in the exercise of independent judgment. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists the Director of Career and Technical Education in overseeing all phases of the health occupations job training programs by planning, organizing, directing and coordinating the work to ensure efficient and effective operation; Develops programs and establishes policy for the effective operation of the division; Gathers qualitative and quantitative data reflective of program goals, analyzes data and monitors program implementation; Evaluates programmatic goals and objectives; Gathers and calculates financial data necessary to prepare the budget, and monitors spending by implementing financial controls developed by the Director; Assists in the resolution of complaints and inquiries regarding programs and policies; Tracks and evaluates program satisfaction; Develops and maintains records necessary for program effectiveness and local and state accountability; Has responsibility for re-registration of all health related programs; Coordinates all student related services and aligns program goals with divisional and organizations priorities; Coordinates student discipline; Assists teachers in obtaining necessary support, such as getting testing materials, assigning support staff, and compiling information; Approves travel requests and vehicle assignments; Coordinates all purchasing related to student performance; Conducts assessments to determine and identify needs of business and industry, labor and community, and arranges courses and programs to fit these needs; Provides information for facility maintenance and modifications to Director of Career Service Programs; Assists in identifying student transportation needs for clinical activities; Analyzes staff development needs as appropriate for staff and program needs; Assists staff in the development of curriculum goals and the implementation of a quality curriculum that has clear outcome based student goals; Organize and utilize a community advisory committee for health occupations programs; Continues implementation of technology enhancements through technology plan.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of administrative procedures in a health related educational environment; Good knowledge of the fundamentals of health related educational programming; Good knowledge of leadership in the program field; Good knowledge in support and delivery of program area and services; Good knowledge of supervisory and management skills as applicable to specialized program area; Working knowledge of educational programs, community and business resources and community agencies; Ability to plan and supervise the work of others; Ability to use collaborative problem solving to address issues and solve problems; Ability to plan, develop, implement and evaluate educational programs including the development and delivery of presentations; Ability to problem solve and associate necessary creativity; Ability to multi-task and organize including prioritizing; Ability to establish and maintain effective working relationships with all health related professionals and professional organizations, business, industry and community based organizational representatives; Ability to prepare budgets, operating reports and a variety of other reports relative to program activities; Ability to communicate clearly and effectively both verbally and in writing; Good time management skills; Good office management skills including preparing and maintaining accurate records and basic math skills; Interpersonal skills; Organizational skills; Computer Literacy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: License and current registration to practice as a Registered Professional Nurse in New York State and

- A. A Master's degree in nursing and one (1) year of supervisory nursing experience; or
- B. A Bachelor's degree in nursing and three (3) years of nursing experience, one of which is supervisory; or
- C. An Associates degree in nursing and five (5) years nursing experience, one of which is supervisory

Note: Supervisory experience includes the supervision of Licensed Practical Nurses and Registered Professional Nurses.

Adopted 8/7/17