

ASSISTANT COORDINATOR OF SPECIAL PROGRAM FINANCES

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving considerable independent responsibility for the accurate and efficient management of school districts' special education operating and financial affairs. The incumbent is employed by the Board of Cooperative Education Services of Delaware, Chenango, Madison and Otsego Counties providing management assistance to local school districts. The duties are performed under the general supervision of BOCES and the Coordinator of Special Program Finances. Immediate supervision may be exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Analyzes and prepares financial and statistical data of Special Education programs for school districts; Advises school districts on Special Education programming and financial impacts including State Aid and grant funding; Prepares cost reports to districts on programming and cost effectiveness; Supports school districts through internal and State audits; Supports and develops systems and provides technical support to schools; Interfaces and consults with school district administration on State and Federal topics, trends, impacts and changes; Functions as a liaison with the State Education Department and other State and public agencies on behalf of school districts; Assists Coordinator with training, presentations and staff development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern business administration procedures and equipment; Good knowledge of accounting methods including those particular to NYS public school districts; Good knowledge of state and federal legislation and regulations relevant to school district special education programming and financial matters; Working knowledge of public personnel practices and budgetary procedures with the ability to develop and implement policy as it relates to school district special education programming and finance; Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions and personnel of the school districts; Ingenuity and resourcefulness in handling administrative problems; Ability to read and interpret moderately complex written material; Ability to plan and supervise the work of others; Tact and courtesy; Good judgment; Ability to work efficiently in a modern office environment; Thoroughness and Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma, preferably supplemented by courses in accounting or business administration; AND
- B. Two years of responsible experience in business administration or accounting for a large institution, organization or school district; AND
- C. Four years of business administration experience or experience in the compilation and maintenance of financial accounts and records including two years in a school or educational program; OR
- D. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business, education, school or public administration and two years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program; OR
- E. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four years of responsible experience in business administration or accounting for a large institution, organization, educational program, finance or school district; OR
- F. An equivalent combination of training and experience as outlined above.

NOTE: Graduate training in accounting, business, education, school or public administration may be substituted for the required experience on a year for year basis.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 7/13/15

Reviewed 7/20/18; 11/15/18

Revised 9/26/22