

ADULT AND CONTINUING EDUCATION PROGRAM PROJECT COORDINATOR 415-T

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for a variety of projects as assigned by the Director of Adult and Continuing Education, such as grant coordination and administration or the accreditation process both institutional and individual course accreditation. The incumbent will manage all aspects of the grants or projects including planning, reporting and supervising curriculum development. The incumbent will perform a variety of complex administrative and professional assistance work in planning, coordinating and managing the implementation of various initiatives. The incumbent may also be responsible for stimulating interest and participation of private sector employers and securing the cooperation of public agencies to generate cooperation for project initiatives. This person will be responsible for oversight of data management and case management. Work is performed under general supervision with leeway for independently carrying out job objectives.

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.*

Develop and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project;

Works with professional staff of community agencies to plan, develop and implement full range of educational programs and to identify, recruit participants, interview and determine eligibility for programs;

Oversees and advises participants, including referrals and placements;

Maintains participant program records, updates individual service strategies, completes reports and compiles statistics;

Monitors work sites and programs to ensure compliance with local contracts and federal regulations;

Reviews program grants for compliance;

Manage and maintain the accreditation processes including curriculum development;

Oversees data management of programs, including overseeing ASISTS database;

Utilizes common computer applications, such as word processing, spreadsheets, e-mail, and database software in performing work assignments;

Responsible for maintaining all files for compliance with the grant or accreditation process;

Ensures proper training of staff as it relates to new and revised policies and procedures;

Assists in writing and revising policies, procedures and handbooks to ensure compliance with the grant or accrediting agency;

Acts as a liaison between the Adult and Continuing Education Program, other BOCES department and division and outside agencies in all grant and/or accreditation efforts;

Provides updates on projects and tracks changes on a regular basis;

Prepare and/or edits meeting minutes, presentations and reports;

Directs on-site inspections of compliance with grant or accreditation agency;

May represent the Adult and Continuing Education Program at conferences and meetings;

Performs other related work, as required

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of federal, state and local grant and program management; Good knowledge of Federal, state and local regulations or modification thereof;

Good knowledge of Adult Basic Education, GED, English for Speakers of Other Languages and other innovative educational programs and practices; Good knowledge of the department's policies,

and procedures; good knowledge of modern management principles and practices; good knowledge of program planning, evaluation and grant development strategies; knowledge of state and federal grant process; ability to maintain working relationships with BOCES departments and other agencies; skill in collecting, organizing and analyzing data and information related to accreditation or special projects; ability to communicate effectively both orally and in writing; computer literacy; initiative; planning; and analytical skills.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of professional level work experience, in public administration, employment recruitment, counseling or training, program planning and development or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years experience as described in A above; or
- (C) Graduation from a high school or possession of a high school equivalency diploma and six (6) years of experience as outlined in (A and B) above.

NOTE: Your degree or credits must have been awarded 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Adult and Continuing Education Program Project Coordinator.DOC
Created and Placed in Class Plan: December 2, 2011
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 11/4/19
Revised in SC Personnel Classplan 1/23/2020
Revised in SC Personnel Classplan 1/29/2020
Revised in SC Personnel Classplan: 10/4/2022
Revised and Replaced in SC Personnel Classplan: 9/30/2024 (Edu)