

EDUCATIONAL SUPPORT PROJECTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and implementing projects to enhance academic, vocational, or technical programs offered through the Board of Cooperative Educational Services. The duties of the position are diversified and will include identifying resources, public relations activities, planning goals and objectives, dissemination of information, negotiating and developing service contracts, and evaluating or monitoring operative projects. Work is performed under general supervision with leeway for independently performing most duties of the position.

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.*

Meets with school administrators, teaching staff, and other staff to develop project goals and objectives;

Conducts surveys or inquiries to determine education support needs of the community, to identify business or other resources, and to encourage community participation in projects to enhance educational services;

Meets with community agencies and businesses to identify and develop projects in support of educational services;

Prepares and submits grant applications and conducts evaluation or monitoring activities for grants that have been received;

Assesses and evaluates the effectiveness of programs, services, or projects, and makes recommendations for improving the quality of programs or projects;

Participates in a variety of committees, work groups, councils, and organizations to keep

EDUCATIONAL SUPPORT PROJECTS COORDINATOR**Page 2**

knowledgeable about needs of specific student populations;

Develops and facilitates work groups as needed;

Performs a variety of coordination functions relating to educational, vocational, or technical programs offered through the Board of Cooperative Educational Services;

Disseminates information, makes presentations, and conducts a variety of public relations activities to insure that the general public is informed about available programs or projects, and to conduct outreach activities;

Performs a variety of record keeping and reporting duties;

Participates in staff development, training programs, and in local or statewide meetings or conferences.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the academic, vocational, and technical services offered through the Board of Cooperative Educational Services; working knowledge of techniques used to conduct surveys or to gather information and statistics; ability to understand and interpret difficult written material; ability to present ideas clearly both orally and in writing; ability to interpret policies and to make decisions based upon established policies and procedures; ability to coordinate programs and projects; ability to write grants; ability to develop and monitor programs or projects; sensitivity to all population segments of the community and the ability to establish good working relationships with people from diversified social or economic backgrounds; and ability to work effectively with school officials, agencies or business representatives, teaching staff, and the public.

EDUCATIONAL SUPPORT PROJECTS COORDINATOR**Page 3****MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field; or
- (B) Possession of a Bachelor's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field, and two (2) years of experience in either teaching or in a position involving the delivery of human services; or
- (C) An equivalent combination of training and experience as indicated 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\Educational Support Projects Coordinator.doc

Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/8/04

Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan: 4/1/2025 (Edu)