

COORDINATOR OF SPECIAL PROGRAM FINANCES

DISTINGUISHING FEATURES OF THE CLASS: This is an important position requiring 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 supervision of the Assistant Superintendent for Management Services. Immediate supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides leadership in managing and implementing a comprehensive special education tracking system for school districts; Act as a liaison between school districts, SED, and other state and federal agencies; Ensures compliance with state and federal regulations, internal consistency, and program outcomes that meet DCMO-BOCES requirements; Provides technical assistance for state reporting to school district business officials and CSE offices; Participates in budget preparation, fiscal administration, staff development and coordination, and supervision of department staff; Provides professional leadership and support for school district administration and support staff; Serves as a mentor and facilitator for district staff and service providers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of supervisory and management skills; Thorough knowledge of accounting methods including those particular to NYS public school districts; Thorough knowledge of state and federal legislation and regulations relevant to school district special education programming and financial matters; Thorough knowledge of the laws, policies, regulations, practices, functions and personnel of the school districts; Good time management; Good communication skills; Ability to read and interpret complex written material; Ability to plan and supervise the work of others; Tact and courtesy; Good judgment; 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; AND
- B. Master's degree in accounting, business, education, school, or public administration and three years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program; OR
- C. Bachelor's degree in accounting, business, education, school, or public administration and five years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program; OR
- D. Associate's degree in accounting, business, education, school, or public administration and seven years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program; OR
- E. Nine years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program, which includes four years of responsible experience in business administration or accounting for a large institution, organization or school district; OR
- F. An equivalent combination of training and experience as outlined above.

NOTE: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 9/30/16

Revised 9/23/22; 3/7/23