

Invitation to Apply

OCMBOCES



Onondaga-Cortland-Madison
Board of Cooperative Educational Services
Main Campus: 110 Elwood Davis Road
Liverpool, NY 13088



Assistant Superintendent for Administration

OCM BOCES is seeking applicants for the leadership position of Assistant Superintendent for Administration. The successful candidate will promote the BOCES ideal of collaboration among school districts, colleges, service agencies and business partners throughout the region. The ability to communicate with and facilitate constituent groups is critical, along with the ability to ensure effective and efficient use of resources. The candidate should be politically informed and have a solid understanding of applicable provisions of the Education Law, regulations of the Comptroller and the Education Department, including but not limited to those pertaining to BOCES and school district funding, BOCES and school district business management, vendor and community partnerships, contract and labor negotiations, BOCES CoSers, school district regulations and reform initiatives.

The Assistant Superintendent for Administration will oversee:

- ACA Tracking & Reporting
- Asset/Records Management
- Central Business Office
- Cooperative Purchasing
- Emergency Communications
- Employee Benefits Coordination
- Health Insurance Cooperative of Central New York
- Itinerant Staff – Shared School Business Official
- Medicaid Reimbursement
- NYSMEC (Energy Purchasing Services)
- OCM Workers' Compensation Consortium
- School Food Service Management
- STAC Support Services

Duties and Responsibilities

- Oversee all aspects of the OCM BOCES Administrative/Management Services Division.
- Ensure the application of BOCES Standards of Excellence to all Management Services.
- Identify, analyze and assist in the improvement of all non-instructional programs and facilities.
- Provide assistance and guidance to local districts in areas of administration, finance and non-instructional services as requested.
- Conduct research or studies in finance or other areas of administration for local school districts or Boards of Cooperative Educational Services as requested by the District Superintendent.
- Assume a leadership role with the Cooperative Health Insurance Fund of Central New York and the OCM BOCES Workers' Compensation Consortium.
- Oversee the operation, maintenance, renovation and/or construction of OCM BOCES facilities.
- Assist the District Superintendent in the interpretation and administration of New York State Education Department (NYSED) cooperative service agreements.
- Ensure the application of a transparent and accurate BOCES budget development process.
- Assume a leadership role in the planning and execution of meetings for OCM BOCES component district school business officials.

Leadership Qualities

- An innovative, creative, and visionary leader who will inspire, lead and support administrative/management services and its team.
- Able to identify potential areas of improvement, establish priorities, implement solutions and evaluate results.
- Capable of assessing local needs and coordinating staff to provide quality services.
- Strong, effective written and verbal communicator with an appreciation for humor as well as excellent presentation skills.
- An effective user of technology.
- A proven leader with a style that encourages collaboration, partnerships and responsiveness to district needs.
- Delegates authority and holds others accountable.
- Supports OCM BOCES' commitment to Diversity, Equity and Inclusion.



The District Superintendent of the Onondaga-Cortland-Madison BOCES invites applications for the position of Assistant Superintendent for Administration.

Component School Districts

Baldwinsville
 Cazenovia
 Chittenango
 Cincinnatus
 Cortland Enlarged City
 DeRuyter
 East Syracuse Minoa
 Fabius-Pompey
 Fayetteville-Manlius
 Homer
 Jamesville-Dewitt
 LaFayette
 Liverpool
 Lyncourt Union Free
 Marathon
 Marcellus
 McGraw
 North Syracuse
 Onondaga
 Solvay Union Free
 Tully
 West Genesee
 Westhill

Application materials must be received by August 19, 2022

Terms of Employment

OCM BOCES will offer a four-year probationary appointment for the position of Assistant Superintendent for Administration. The salary is competitive. A professional benefits package is also available.

ocmboces.org

About OCM BOCES

OCM BOCES assists 23 component school districts in meeting the educational needs of all students through its five divisions: Student Services, Instructional Support Services, Technology Services (the Central New York Regional Information Center), and Labor Relations and Administrative/Management Services. Located in Onondaga, Cortland and Madison counties in Central New York, OCM BOCES encompasses 1,433 square miles. Our school districts vary in size from small, rural, K-12 districts on single campus settings to large, suburban districts. Our combined public school enrollment ranks seventh among the 37 BOCES in New York.

Application Process

Applicants must possess or be eligible for New York State School District Administrator (SDA), School Business Administrator (SBA), School District Leader (SDL) or School District Business Leader (SDBL) Certification. Interested persons are encouraged to apply by submitting:

- Letter of application/cover letter
- Current resume
- Completed application form (available at ocmboces.org/careers)
- Transcripts
- Two letters of reference
- Copy of School District Administrator or School District Leader Certificate

The deadline for the receipt of applications is August 19, 2022.

All materials should be sent to:

Mr. Joseph Bufano, Esq.,
 Director of Human Resources/School Attorney
 OCM BOCES
 PO Box 4754
 Syracuse, NY 13221
 Phone: 315-433-2631
 E-mail: jbufano@ocmboces.org

The Board anticipates making an appointment in September 2022 with the new assistant superintendent expected to begin the position November 1, 2022.

Applicants are not to contact members of the OCM BOCES Board of Education or the New York State Education Department.

OCM BOCES Board of Education

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