

Vacancy Notice

Date notice posted: 03/18/24

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Systems Consultant – Student Services (2 positions)*

Division: Student Services

Location: Regional Information Center, 6075 East Molloy Road, Syracuse, NY

Duties: Responsible for supporting the effective use of on-line student management systems for K-12 schools. Provides training to school professionals in the use of supported systems. Creates end-user documentation for supported applications, processes and procedures. Studies user application operations and identifies areas of potential improvement. Reviews customer complaints, concerns and application problems and investigates their causes. Works with the application developers or vendor to correct issues and suggest enhancements. Reviews existing applications and procedures to ensure compatibility with acceptable data collection and reporting standards and compliance in the area of Student Data record keeping. District locations may range from Ithaca to Oswego to Syracuse and surrounding areas.

Qualifications: Graduation from a regionally accredited college/university with a baccalaureate degree and two (2) years of professional work experience; graduation from a regionally accredited college/university with an associate degree and four (4) years of professional work experience; or six (6) years of full-time professional work experience. Professional work experience in pupil personnel service or in computerized student record keeping systems, including responsibility for the use/function of computerized pupil record processing data, preferred. Professional work experience in computerized record keeping systems, including analyzing, evaluating, organizing, or planning the use of computerized record processing data in the resolution of problems, improving work flow, or in meeting work objectives also considered.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Systems Consultant – Student Services eligibility list.

Salary: Grade 15; \$59,529-\$63,219

Starting Date: As soon as possible

Closing Date: Two (2) weeks from date Notice posted

Register and apply at: www.olasjobs.org/central

OR

Forward cover letter and resume to: recruitment@ocmboces.org

Recruitment Office
Onondaga-Cortland-Madison BOCES,
PO Box 4754

Syracuse, NY 13221

www.ocmboces.org

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