

Vacancy Notice



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Coordinator – Literacy and Adult Education*

Division: Adult Education

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY 13088

Duties: Develop, coordinate, monitor and maintain adult education, literacy and continuing education programs according to procedures, work with local companies, organizations, unions and state organizations to seek funding, secure sites and develop placement for adult education programs. Monitor and maintain grants, mandated state and federal reports. Establish working relationships with local businesses, state agencies, and higher education.

Qualifications: Must possess or be eligible for New York State School Administrative certification.

Salary: \$95,000-\$105,000

Starting Date: On or about August 15, 2025

Closing Date: Two (2) weeks from date notice posted.

For questions regarding this Vacancy Notice, please contact:

Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Telephone: (315) 431-8570 Fax: (315) 433-2650

www.ocmboces.org

Equal Opportunity Employer

#6024

Position:

Coordinator, Literacy and Adult Education

Division:

Adult Education
Main Campus

General Responsibilities:

1. Reports to: Director of Adult Education
2. The Coordinator of Literacy and Adult Education will participate within the administrative team to help develop, monitor and evaluate projects and programs offered through the Adult Education Division.

Specific Duties:

1. Develop, coordinate, monitor and maintain adult education, adult literacy programs in accordance to Adult Education Division procedures and programs offered.
2. Work with other adult education coordinators to support adult education goals and direction.
3. Work with local companies, organizations, unions and state organizations to seek funding, secure sites and develop placements for adult education programs.
4. Establish working relationships with local businesses, state agencies and higher education.
5. Maintain liaison with area agencies and state level consortiums concerning literacy programs and/or special projects.
6. Keep in contact with agency personnel concerning cooperative programming.
7. Pursue joint funding for cooperative programs.
8. Participate, monitor and maintain the development of grants, mandated state and federal reports.
9. Hire and evaluate instructional and support staff.
10. Develop, maintain, monitor and support program budgets.
11. Develop, maintain records and participate in the development of instructional and support staff.
12. Perform other related duties as assigned by the Director of Adult Education.