



Announcement of Vacancy for OCM BOCES

# District Superintendent

SEARCH REOPENED





## Who We Are & Those We Serve

The Onondaga-Cortland-Madison BOCES currently serves 23 component school districts and is the seventh largest of the 37 BOCES in New York State. For more than 70 years, OCM BOCES has served and collaborated with component school districts to provide educational services and learning experiences for students of all ages. Program offerings include career and technical education, special education, alternative education and workforce preparation for adults. In addition to our 23 component districts, we provide services to the Syracuse City School District and schools within the Diocese of Syracuse upon request.

Additionally, the Central New York Regional Information Center (CNYRIC) at OCM BOCES serves as a regional resource to more than 50 districts and four BOCES throughout CNY. The CNYRIC, one of 12 information centers in the state, offers educational technology solutions that apply to many facets of school district operations.

Instructional support is another major focus of OCM BOCES, offering professional development, science kits, library services and related programs for teachers and administrators.

Finally, our management services division offers opportunities for school districts to save money through cooperative purchasing and other business office support. Some services are also offered to municipalities through intermunicipal agreements.

## The Position & Candidate

The District Superintendent serves as the liaison of the New York State Education Department to 23 public school districts within Onondaga, Cortland and Madison counties. In this state role, the District Superintendent supports the implementation of State Education Law, the policies of the State Board of Regents, and the Commissioner's regulations. This person also attends to special assignments at the request of the Commissioner. The District Superintendent is considered a state employee and reports to the Deputy Commissioner for Elementary, Middle, Secondary, and Continuing Education.

As Chief Executive Officer of OCM BOCES, the District Superintendent is responsible for providing leadership to school districts within the supervisory district. In this capacity, the District Superintendent plans, administers, supervises, and evaluates the regional support services and educational programs provided by the BOCES at the request of its 23 component school districts. The District Superintendent works in cooperation with an administrative cabinet that consists of a Deputy Superintendent, Assistant Superintendent for Administrative Services, Assistant Superintendent for Instructional Support Services, Regional Information Center Director and Director of Human Resources/School Attorney. In addition, the District Superintendent assists the component school districts in the recruitment and selection of school superintendents as needed. The Chief Executive Officer of OCM BOCES is accountable to the 11-member Board of Education.

## Programs & Services

**Adult Education:** OCM BOCES provides the community with the highest quality opportunity for personal development and lifelong learning in a cooperative environment.

**Career & Technical Education:** OCM BOCES CTE provides students with the academic and technical skills, knowledge, and training necessary to succeed in future careers.

**Innovative Education:** OCM BOCES offers state-of-the-art programs to meet the needs of a diverse group of students.

**Special Education:** OCM BOCES offers many educational alternatives for students with varying degrees of cognitive, emotional and physical disabilities, and encourages the highest possible interaction with their non-disabled peers.

**Instructional Support Services:** OCM BOCES works closely with administrators and faculty to effectively integrate programs, technology, and other services that promote quality teaching and learning for our 23 component districts.

**Management Services:** OCM BOCES provides support and cost-saving services such as Labor Relations; Health, Safety, and Risk Management; Print and Copy Services; Central Business Office; Substitute Call-In Service; and more.

**Central New York Regional Information Center:** OCM BOCES is the home for the CNYRIC, which provides districts with Educational Data Services, Instructional Technology and a wide array of technology-related products and services.

**Intermunicipal Agreements:** OCM BOCES provides services to area municipalities.

As specified in New York State Education Law, District Superintendents are appointed by the Board of Cooperative Educational Services with the approval of the Commissioner of Education. New York State Education Law governs continuing service of the District Superintendents.

## Mission Statement

*The Onondaga-Cortland-Madison BOCES exists to develop and provide educational programs and services of the highest quality for the component school districts and the community.*

## Board of Education

V. Ann Wright  
President

Wayne Brownson  
Vice President

Robert Crabtree

Luke Morenus

Michael Murphy

Lisa O'Reilly

David Paczkowski

Margaret Peri

Joan Reeves

Maryam Wasmund

Jodi Wiesing

Christopher L. Hockey, Ed.D.  
(starting on July 1, 2020)

## Component School Districts

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



Central New York is a great place to live, work, learn, raise a family, and enjoy the outdoors in all four seasons. Located in the center of New York State, CNY is at the intersection of two major highways (I-90 and I-81), providing easy transport to the Midwest, New England, the Mid Atlantic, Canada and New York City.

Central New York has a diverse economy, with sectors that include health care, education, advanced manufacturing, financial services and transportation. While the region has a rich manufacturing legacy, over the past decade it has developed particular strength and expertise in emerging clusters such as bioprocessing, sensors, radar, medical devices, information technologies and engineering.

The abundance of clean water, clean air, and greenery provides one of the best places in the nation to enjoy outdoor recreational activities such as camping, fishing, hunting, boating, hiking, skiing, and biking. CNY also offers a variety of cultural experiences, with a wealth of museums, shopping, theaters, sight-seeing and sporting events. World-renowned destinations such as the Adirondacks, Catskills, Finger Lakes, the Great Lakes and Niagara Falls are day trips or weekend getaways. In short, CNY has something for everyone.



Skyline image by Charles Wainwright

## Candidate Qualifications & Desired Attributes

The successful candidate will be an experienced educational leader. Successful and highly respected service as a district leader is preferred. The successful candidate will possess an impeccable service record highlighted by integrity, outstanding personal and professional characteristics and a strong educational background demonstrated by:

### PERSONAL BACKGROUND

- Leadership – Being a “Leader of Leaders” - Lead by example, utilize the strength of the team, value and acknowledge staff, delegate authority, mentor and support others
- Personal Attributes – Strong interpersonal skills, active listener, dedicated, good sense of humor, approachable, honest, and respectful
- Style – High energy, commitment, and creativity with a service orientation
- Visionary Thinking – Ability to anticipate needs and be strategic, innovative, transformational, entrepreneurial, and forward thinking
- Visibility – Being a visible, engaged, and collaborative education leader in the community

### PROFESSIONAL BACKGROUND

- Education Knowledge – Well-versed in New York State’s PreK-12 educational systems, including education law requirements and regulations, policy, standards, and assessments
- Business Acumen – Aware of the operational and financial aspects of BOCES, including how to be cost effective and efficient while being a responsible steward of limited taxpayer dollars
- Effective Communication – Skilled in representing the district in oral, written, and multi-media presentations and in written correspondence and reports
- Government Knowledge – Understand the political arena, able to advocate for component districts and OCM BOCES, able to advise and work with legislators on education issues
- Qualifications – A successful educator with leadership experience and a proven track record of data-driven decisions improving student achievement, community engagement, and school district climate and culture
- Credentials – NYS Certification as a School District Administrator (SDA) or NYS Certification as a School District Leader (SDL)

### APPLICATION TIMELINE

- July 10, 2020: Application materials must be received in Stephen J. Todd’s office.
- The Onondaga-Cortland-Madison BOCES Board of Education will review application folders.
- Preliminary interviews will be conducted by the OCM BOCES Board of Education.
- Finalists will be selected by the OCM BOCES Board of Education.
- Stakeholder sessions will be conducted.
- All Board-recommended finalists will be interviewed by the Commissioner of Education in Albany, N.Y.
- The OCM BOCES Board of Education will select its successful candidate from among those approved by the Commissioner of Education.
- The Commissioner of Education provides the OCM BOCES Board of Education with the order and approval to appoint the District Superintendent.
- The OCM BOCES Board of Education appoints the District Superintendent.

### TERMS OF EMPLOYMENT

The OCM BOCES Board of Education is prepared to offer a three-year contract from the date of employment to the successful candidate. The Board is also prepared to pay a competitive salary and benefit package commensurate with the scope of this leadership position and the experience of the candidate, up to the limit of the new District Superintendent salary cap, as stipulated by law. Prospective candidates are encouraged to discuss compensation and benefit terms with Stephen J. Todd, search consultant.

*OCM BOCES and the State Education Department are Equal Opportunity Employers.*



# OCM BOCES Application for the Position of District Superintendent

Please TYPE OR PRINT CLEARLY.

## PERSONAL INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Present Employer \_\_\_\_\_

Title \_\_\_\_\_

Enrollment \_\_\_\_\_ Budget \_\_\_\_\_

Number of People Reporting Directly to You \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

New York State School District Administrator Certificate Number (Please enclose  
copy of SDA or SDL certificate.) \_\_\_\_\_

The Interim Commissioner  
of the New York State  
Education Department has  
selected Stephen J. Todd  
as search consultant. All  
candidate inquiries and  
application materials  
must be received by  
**July 10, 2020**  
and directed to:

**Stephen J. Todd**  
District Superintendent  
Jefferson-Lewis-Hamilton-  
Herkimer-Oneida BOCES  
20104 State Route 3  
Watertown, NY 13601  
**stodd@boces.com**

*A completed application  
packet must include the  
following: Letter of interest  
and resume; application; four  
(4) letters of reference, plus  
others as desired; and copies  
of administrative certification(s)  
and transcripts.*

*Unless you are requesting a  
reference, applicants are not to  
contact members of the  
OCM BOCES Board of  
Education or members of  
the OCM BOCES staff. All  
applicant inquiries will be held  
in the strictest confidence until  
finalists are announced.*



## EMPLOYMENT HISTORY

*Please list all career experience in reverse chronological order beginning with your present position.  
Please include both school and nonschool experience. Please attach an additional page if necessary.*

Employer & Location \_\_\_\_\_  
Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_  
Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_  
Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_  
Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

## MILITARY EXPERIENCE

Branch of Service \_\_\_\_\_ Rank/Specialty \_\_\_\_\_  
Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Discharge Type: \_\_\_\_\_

## CERTIFICATES

Title of Certificate \_\_\_\_\_  
Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ Valid in State of \_\_\_\_\_

Title of Certificate \_\_\_\_\_  
Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ Valid in State of \_\_\_\_\_

## EDUCATIONAL & PROFESSIONAL PREPARATION

Undergraduate Institution \_\_\_\_\_ Location \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_  
Graduate Institution \_\_\_\_\_ Location \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_  
Post-Graduation Institution \_\_\_\_\_ Location \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_

## REFERENCES

*Please provide four references who are familiar with your recent employment achievements.*

Name \_\_\_\_\_ Title \_\_\_\_\_  
Present Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Present Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Present Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Present Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

## ESSAY QUESTION

*Please compose the following essay on a separate sheet of paper and enclose with your application.*

Describe your vision for the role of District Superintendent at OCM BOCES. Describe how your skills and values will support that vision and benefit the OCM BOCES region.

## BACKGROUND INFORMATION

*If the answer to any of the following questions (1-5) is "no", please attach an explanation for each "no" response to this application.*

1. Are you a United States Citizen? ☐ Yes ☐ No
2. Have you ever been fingerprinted for the purpose of employment? ☐ Yes ☐ No
3. Have you been cleared by NYSED for teaching? ☐ Yes ☐ No
4. Are you legally eligible for employment in this country? ☐ Yes ☐ No
5. Can you physically perform the essential functions of the position for which you are applying either with or without a reasonable accommodation ? ☐ Yes ☐ No

*If the answer to any of the following questions (6-10) is "yes", please attach an explanation for each "yes" response to this application.*

6. Have you ever been convicted of a misdemeanor or felony? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
7. Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
8. Have you ever been dismissed from a position, or resigned to avoid dismissal? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
9. Have you ever received an unsatisfactory rating in conjunction with any pedagogical or school administration employment? ☐ Yes ☐ No
10. Have disciplinary charges ever been proffered against you by an employer? ☐ Yes ☐ No

## WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I, \_\_\_\_\_, hereby authorize Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES (hereafter known as "Jefferson-Lewis BOCES") acting on behalf of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter known as "OCM BOCES") to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize Jefferson-Lewis BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by OCM BOCES.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.