

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Education Aide*

Division: Administration – Regional Certification Office

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

Duties: Evaluate applications, credentials & transcripts to determine adequacy of education and experience for teaching certification. Assists & advises candidates in preparing a complete, accurate and comprehensive application. Detail Oriented. Provides technical assistance to local districts in the area of teacher certification. Some travel required for NYSED training. Makes determinations & recommendations based on the evaluation of credentials and sends to the NYS Education Department for final approval. Act as a liaison between the department & candidates. Maintain accurate & up to date records on all applicants.

Qualifications: *Open Competitive:* Graduation from a regionally accredited NYS college or university with 60 credit hours; OR, two (2) years of full-time work experience, or its part-time equivalent, in a clerical position which must have included responsibility for public or client contact; OR; two (2) years of full-time work experience, or its part-time equivalent, as an intake worker, examiner, investigator, bank teller, or a closely related field, with responsibility for gathering, eliciting, or verifying information through client contact.

This is a competitive class civil service position. Candidates must be reachable on the existing 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 **Education Aide** eligibility list.

Salary: Grade 13: \$53,519-\$59,380

Starting Date: On or about September 22, 2025

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

To apply, forward cover letter and resume to:

Personnel Department / Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754, Syracuse, NY 13221
Telephone: (315) 433-2634 / Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org

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**Visa sponsorship is not provided*