

SUPERVISOR OF HEALTH CAREERS

DISTINGUISHING FEATURES OF THE CLASS: This position exists at BOCES and is responsible for developing, administering and coordinating health occupations job training programs, including but not limited to Certified Nursing Assistant, Developmental Therapy Aide, and Licensed Practical Nurse. The incumbent of this position provides leadership to meet division goals, by holding strategic direction meetings and establishing critical success indicators for all health occupations programming. General supervision is received from a higher level administrator but wide leeway is allowed in the exercise of independent judgment. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Career Services in overseeing all phases of the health occupations job training programs by planning, organizing, directing, and coordinating the work to ensure efficient and effective operation;

Develops programs and establishes policy for the effective operation of the division;

Gathers qualitative and quantitative data reflective of program goals, analyzes data and monitors program implementation; evaluates programmatic goals and objectives;

Gathers and calculates financial data necessary to prepare the budget, and monitors spending by implementing financial controls developed by the Director;

Assists in the resolution of complaints and inquiries regarding programs and policies; tracks and evaluates program satisfaction;

Represents BOCES and the Division of Career Services at component school district meetings, conferences and seminars as well as at State ACTEA meetings;

Develops and maintains records necessary for program effectiveness and local and state accountability;

Has responsibility for re-registration of all health related programs;

Coordinates all student related services and aligns program goals with divisional and organizational priorities; coordinates student discipline;

Assists teachers in obtaining necessary support, such as getting testing materials, assigning support staff, and compiling information;

Approves travel requests and vehicle assignments;
Coordinates all purchasing related to student performance, including individual student clothing for clinical experiences, lab equipment and basic lab supplies to ensure state of the art programming;
Conducts assessments to determine and identify needs of business and industry, labor and community, and arranges courses and programs to fit these needs;
Participates in meetings and activities of the BOCES leadership team and any organizational and divisional meetings as assigned;
Provides information for facility maintenance and modifications to Director of Career Service Programs;
Assists in identifying student transportation needs for clinical activities
Analyzes staff development needs as appropriate for staff and program needs;
Assists staff in the development of curriculum goals and the implementation of a quality curriculum that has clear outcome-based student goals;
Organize and utilize a community advisory Committee for Health Occupations programs;
Continues implementation of technology enhancements through technology plan.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of administrative procedures in a health related educational environment;
Good knowledge of the fundamentals of health related educational programming;
Working knowledge of educational programs, community and business resources and community agencies;
Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans;
Ability to plan and supervise the work of others;
Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to health education programming;
Ability to organize, analyze, evaluate and interpret a wide range of information and data and prepare records and reports;
Ability to communicate effectively both orally and in writing;
Ability to operate a personal computer and utilize common office

software programs;
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
Ability to establish and maintain effective working relationships with all health related professionals and professional organizations, business, industry and community based organizational representatives;
Ability to use collaborative problem-solving to address issues and solve problems;
Ability to plan, develop, implement and evaluate educational programs including the development and delivery of presentations;
Ability to plan and supervise the work of others;
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
Ability to communicate clearly and effectively both verbally and in writing;
Interpersonal skills; organizational skills; computer literacy;
Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

License and current registration to practice as a Registered Professional Nurse in New York State and a/an:

- a) Associates degree in nursing and five (5) years nursing experience, one of which is supervisory; or
- b) Bachelor's degree in nursing and three years of nursing experience, one of which is supervisory; or
- c) Masters degree in nursing and one year of supervisory nursing experience.

Supervisory experience includes the supervision of Licensed Practical Nurses and Registered Professional Nurses.