



CAPITAL REGION BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Seeking applications for the position of **Senior Executive Officer of Capital Region BOCES**

APPLICATION TIMELINE/PROCEDURES

Qualified candidates should submit the following materials:

- A formal letter of interest
- A completed application form
- Complete personal resume
- Copies of administrative certification(s)

Materials should be sent to:

Senior Executive Officer
Search Committee
Capital Region BOCES
900 Watervliet-Shaker Road
Albany, New York 12205

Phone: 518-862-4901

Fax: 518-862-4903

E-mail: rachel.yamin@neric.org



Application deadline
is July 6, 2017,
with the successful
candidate starting
as soon as possible.





The Position

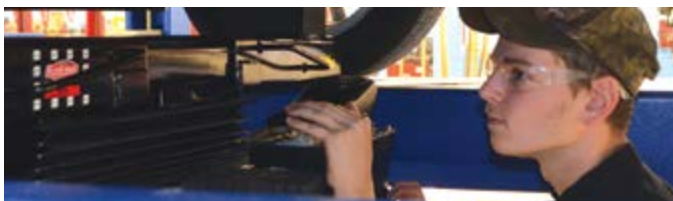
The Senior Executive Officer will partner with our newly appointed District Superintendent Anita M. Murphy to form the Executive Leadership Team and provide forward-thinking collaborative leadership for the organization. The District Superintendent position will focus on the state-level responsibilities and the Senior Executive Officer will handle oversight of BOCES' programs, services and business operations.

The Board of Education will offer a three-year contract with a regionally competitive salary, commensurate with the preparation, qualifications, experience, and record of the successful candidate, in addition to an attractive benefits package. The Senior Executive Officer will be expected to be actively involved in community affairs and events across the Capital Region.

QUALIFICATIONS

The Capital Region BOCES is seeking a candidate holding a NYS School District Leader (SDL) or School District Administrator (SDA) Certificate who possesses the following qualifications:

- ✓ **Knowledgeable** – Well-versed in New York State's pre-K-12 educational systems, including educational requirements, standards and assessments, general legal requirements and State Education Commissioner regulations.
- ✓ **Visionary** – A creative, encouraging and life-long learner with the ability to work with the Board of Education and component school districts to articulate and pursue a vision for the direction of BOCES for the immediate future and for the long term.
- ✓ **Understanding** – Understands, appreciates and is sensitive to the very different conditions and particular needs of the full range of school districts (urban, rural, suburban — poor to wealthy).
- ✓ **Excellent Communicator** – The ability to seek input from others, listen intently, communicate well, connect with people individually and in groups, and foster the exchange of ideas.
- ✓ **Collaborator** – The willingness and ability to work in partnership with the NY State Education Department, the Capital Region BOCES Board of Education and staff, the officials and staff of all component school districts in decisions and processes, to build consensus and to follow through on decisions and commitments.
- ✓ **Integrity** – Possesses and demonstrates honesty, good judgment, high moral standards and a respectful and caring demeanor, so that others will know that their ideas, work products and perspectives are valued and essential to the healthy functioning of the BOCES.



AMONG THE DUTIES OF THE SENIOR EXECUTIVE OFFICER:

The Senior Executive Officer will provide leadership for creating, communicating, and implementing the organization's mission, vision, and overall direction of the Capital Region BOCES by:

- Establishing a collaborative and productive relationship with the Board of Education
- Developing and maintaining strong, active and dependable partnerships with each of our component school districts
- Establishing strategic directions, annual plans and priorities through collaborative processes
- Leading, guiding, directing and evaluating the work of other leaders within the organization
- Communicating clear performance expectations for staff, monitoring progress and providing regular and timely feedback
- Measuring, evaluating and reporting organizational progress and success
- Soliciting advice and guidance, when appropriate, from the BOCES Board of Education, the administrative leadership team and component school district leaders
- Assuring that the organization's leadership maintains constant awareness of both the external and internal factors affecting education and our component school districts to ensure BOCES is prepared to respond to emerging needs


What is BOCES?


In 1948, the New York State legislature created BOCES to provide shared educational programs and services to school districts within the state. Today there are 37 BOCES (incorporating all but nine of the state’s school districts) that partner with districts to provide a broad range of services to help meet the evolving educational needs of students.

Together BOCES and school districts make change possible in New York by preparing students for college and careers, helping schools operate efficiently and effectively, and working with NYSED to lead school improvement efforts.

ABOUT CAPITAL REGION BOCES

Capital Region BOCES is the third largest BOCES in the state. We provide instructional leadership and support services to more than 77,400 students and the 24 school districts in our supervisory district. This includes schools in Albany, Schenectady, Schoharie and Saratoga Counties. In addition, the BOCES provides advanced technology services to 137 districts in northeastern New York State through the Northeastern Regional Information Center (NERIC).

 Geographic area: **1,195 square miles**

 2016-2017 BOCES budget: **\$119.3 million**

 Employees: **925**

THE CAPITAL REGION BOCES BOARD OF EDUCATION

Like public school systems, the Capital Region BOCES is governed by a policy-making board of education. The 10 members of the BOCES board serve unpaid three-year terms and are elected by component boards of education as part of the April budget vote. In order to qualify for the BOCES Board, members must be eligible voters in a component school district.

BOARD MEMBERS:

- Lynne Lenhardt**, *President*
- Kevin Kutzscher**, *Vice President*
- John Bergeron**
- Jeff Bradt**
- Nancy del Prado**
- Gary Dilallo**
- Robert Domenici**
- Barbara Mauro**
- John Phelan**
- Rose Surman**



MISSION:

The purpose of Capital Region BOCES is to respond to the needs of the students of our school districts with shared educational programs, services and support. Through partnerships with our districts, we can achieve a level of quality, efficiency and effectiveness that would not be possible alone.

SCHOOL DISTRICTS IN CAPITAL REGION BOCES' SUPERVISORY DISTRICT

- Albany City
- Berne-Knox-Westerlo
- Bethlehem
- Burnt Hills-Ballston Lake
- Cobleskill-Richmondville
- Cohoes City
- Duanesburg
- Green Island
- Guilderland
- Menands
- Middleburgh
- Mohonasen
- Niskayuna
- North Colonie
- Ravena-Coeymans-Selkirk
- Schalmont
- Schenectady City
- Schoharie
- Scotia-Glenville
- Sharon Springs
- Shenendehowa
- South Colonie
- Voorheesville
- Watervliet City



We help students:

We help districts:

CAREER AND TECHNICAL EDUCATION

We operate **40 programs** divided among **9 different career clusters**.

Everything from Building Trades to Sterile Processing, Manufacturing & Machining and Culinary Arts & Hospitality.

We serve **1,007 students** at **3 BOCES-run centers** and various satellite locations such as New York State Education Department, Ellis Hospital and the Times Union.



SPECIAL EDUCATION

We serve **506 students** at **21 locations**, including three BOCES-run facilities and 18 district-housed programs.



TECH VALLEY HIGH SCHOOL

We partner with Questar III BOCES to operate Tech Valley High School (TVHS), a regional public high school **built on the principles of project-based learning and collaboration**. At TVHS, students engage in hands-on projects based in authentic applications of New York state learning standards.



EDUCATIONAL SUPPORT SERVICES

Educational Support Services provides programs to help districts **raise student learning and achievement**. This includes regional test scoring, instructional coaching, Library services, PBIS, science instruction resources, and professional development offerings.

NERIC

In a geographic service area that covers **17 counties**, the Northeastern Regional Information Center (NERIC) partners with **7 BOCES** to provide advanced technology services to more than **137 school districts**. NERIC provides districts with a broad array of services that apply to multiple facets of district operations, such as instruction, student information, finances, human resources, security and test reporting.

MANAGEMENT SERVICES

Management Services provides programs to keep schools **safe**, business offices **working efficiently** and schools **communicating** with their many audiences.

For more information about the Capital Region BOCES, please visit our Web site at: www.capitalregionboces.org

The Capital Region BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Robert Zordan, compliance officer/coordinator, at robert.zordan@neric.org, (518) 862-4910 or 900 Watervliet-Shaker Road, Albany, NY 12205. Inquiries concerning the application of the Capital Region BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

Produced in cooperation with the Capital Region BOCES Communications Service.