

SCHOOL REGISTRY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work of a moderately complex nature which involves responsibility for coordinating the use of a web-based, automated placement system to place teacher substitutes and other support personnel to local school district classrooms and offices. The work is performed under the general supervision of the Executive Director of Human Resources of the Board of Cooperative Educational Services. Supervision is exercised over one or more School Registry Assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and coordinates the day-to-day activities of subordinate staff;
Insures compliance with BOCES policies and procedures regarding substitute placement;
Maintains the automated placement system database;
Configures profiles based on needs and policies of the district and implements improvements for the automated placement system;
Provides necessary data to integrate the automated placement system with attendance and payroll software;
Recommends changes in operating methods and practices as necessary;
Communicates with school district officials and resolves problems and improve efficiency of the automated placement system;
Provides training for use of the automated system to new employees and clerical staff;
Provides technical support to users of the automated system;
Compiles reports to meet information needs of the districts;
Compiles information for unemployment claims and represents BOCES and/or local school districts as a witness at trials involving claims for unemployment benefits;
Responsible for preparing and maintaining pertinent program records;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, internet and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the school registry and BOCES policy and procedures regarding substitute placement; working knowledge of school districts' organization and education staffing requirements; working knowledge of the rules and regulations of the New York State Department of Labor Unemployment Insurance Division involving the employment of substitutes; ability to plan, coordinate and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software*.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree and two (2) years of office clerical or business experience, one (1) year of which must have been in a supervisory capacity; or
2. Possession of an Associate's degree and four (4) years of office clerical or business experience, one (1) year of which must have been in a supervisory capacity.

(over)

PROMOTION: One (1) year of permanent competitive class status as a School Registry Assistant.

*To be demonstrated during the probationary period.