



JOB POSTING #290 – Revised
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management Confidential Employment Opportunity

<u>Date of Posting:</u>	April 7, 2017
<u>Position(s):</u>	Quality Assurance Manager
<u>Location(s):</u>	Harriet Gibbons
<u>Salary:</u>	\$55,000 – \$65,000, depending on experience
<u>Deadline for Applying:</u>	April 21, 2017

Distinguishing Features of the Class:

This position exists in the City School District Data, Assessment and Technology Department and involves responsibility for managing day to day office procedures by expediting, coordinating, interpreting and implementing policies and procedures in administrative matters. The incumbent performs management functions including, but not limited to, program planning, budgeting, training and supervision of personnel and policy making and for attention to duties requiring professional expertise. Additionally, this position involves responsibility to assist staff in acquiring and maintaining microcomputer services. This position involves no responsibility in the areas of programming, systems analysis or local area network administration. Work is performed in accordance with policies and objectives outlined by the Chief Information Officer with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over a variety of clerical staff.

Typical Work Activities: (Illustrative Only)

- Supervises staff, including administrative support, for work scheduling, training, orientation and other related work responsibilities;
- Gathers and manages data necessary to prepare reports and correspondence;
- Responsible for office procedures for returning incomplete/inappropriate intake or review requests to building principals and insuring further disposition;
- Serves as single point of contact for Special Education reporting, CSE referrals, transfers and requests for review;
- Ensures regulatory compliance and quality improvement by working closely with key district stakeholders;
- Responsible for the implementation of policies and procedures in compliance with the state and federal law;
- Updates department software;

- Ensures that necessary budget application forms required by sources for submission within a specified grant time and is responsible to the Chief Information Officer in monitoring expenditures;
- Processes information necessary for application and funding for (to) state for private placements;
- Oversees the preparation of annual statements of assurance for NYSED to ensure continued state reimbursement;
- Acts as district liaison to private/parochial and charter schools with respect to billing and administrative issues for parentally placed students;
- Acts as district liaison with respect to staff training, preparation and verification of the NYS Alternate Assessment portfolios for collegial review and submissions to BOCES for scoring;
- Performs related work as required.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in Business Management, Business Administration, Public Administration, Education or a related field and two (2) years of full-time, paid (or it’s part-time equivalency) office management, administrative or program management experience; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate’s Degree in Business Management, Business Administration, Public Administration, Education or related field and four (4) years of full-time, paid (or it’s part-time equivalency) of office management, administrative or program management experience; OR
- C. Any equivalent combination of training and experience as defined by the limits of (A), and (B) above.

Note: Appointment to this competitive position will be made on a provisional basis, subject to an examination in accordance with civil service rules and regulations.

All applications will be accepted through OLAS

<https://www.pnwboces.org/TeacherApplication/>

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.