

**Order Number:**

NY1651265

**Date Job Order Received:**

06/08/2026

**Number of Openings:**

1

**Company Name:**

Jefferson Lewis BOCES

**Job Title:**

Supervisor of Programs

**Minimum Experience Required:**

1 Years

**Job Description:**

TITLE: Supervisor of Programs for Exceptional Students LOCATION: Lewis County - HG Sackett Center RESPONSIBILITIES/DUTIES: The Supervisor assists in developing, coordinating, administering, and evaluating special education services and staff within the PES Department. Acting as a critical resource for BOCES and component school district personnel, the Supervisor supports high-quality educational experiences by managing student schedules, achievement, and discipline, while overseeing staff recruitment, supervision, and parental communication. Will involve some travel within Jefferson County. • Implements negotiated employee agreements, adheres to BOCES policies, and manages departmental planning, data, and record-keeping systems. • Works with the PES Director on fiscal planning, budget preparation, and monitoring departmental expenditures. • Maintains records regarding student enrollment, performance, and discipline while completing all required administrative reports. • Sets departmental goals and collaborates with the Director and Assistant Director on designing new programs/services to meet regional district and student needs. • Serves on district Committees on Special Education (CSE) for IEP development. • Fosters working relationships between staff, component districts, parents, and community agencies. • Ensures special education services align with New York State Learning Standards, assessments, and federal/state regulations. • Develop student/staff schedules and coordinate daily programs and activities. • Coordinates staff meetings and targeted training activities aligned with school improvement plans. • Recruits, interviews, selects, and onboards qualified faculty and staff. • Supervises, observes, and formally evaluates teachers, licensed professionals, aides, and assistants to improve instruction. • Coaches staff in effective instructional practices, classroom management, and data-driven program assessment. • Enforces safety and conduct standards to maintain a suitable learning environment conducive to student achievement and support. • Assists with the planning and supervision of assigned grounds and facilities. QUALIFICATIONS: • Valid New York State certification as a School Building Leader (SBL), School Administrator/Supervisor (SAS), School District Administrator (SDA), or School District Leader (SDL). • Demonstrated ability in management, educational theory, and research-based special education methodologies. • Deep understanding of Federal and State regulations governing students with disabilities. • Exceptional written/oral communication, strong organizational and time-management skills, and a proven ability to collaborate within an

administrative team. COMPENSATION & BENEFITS: \$83,000 - \$93,000. This is a 12-month position. Salary commensurate with experience in keeping with the current agreement. Health insurance which includes vision & prescription coverage, NYS Retirement membership, tax deferred annuities, employee assistance program, and generous vacation, sick and personal day policies STARTING DATE: August 1, 2026 or as soon as possible CLOSING DATE: June 24, 2026 TO APPLY: Complete the online application and apply at <https://boces.recruitfront.com/Default> Upload cover letter, resume and transcripts with your online application.

**Job Location:**

Glenfield, New York 13343

**Pay:**

\$83000.00 - \$93000.00 Yearly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday Thru Friday

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

Bachelor's Degree

**Driver Licenses, Including Endorsements:**

Not specified.

**How to Apply:**

To apply, contact the employer by: E-Mail, Internet or Phone

Phone: Hoppel, Bryanna (315) 779-7034

Email: [BHoppel@boces.com](mailto:BHoppel@boces.com)

Web-site: <https://boces.recruitfront.com/Default>