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NASSAU COUNTY

**Title : ASSISTANT TO DISTRICT
SUPERINTENDENT OF SCHOOLS
(FOR BOCES AFFAIRS)**

SCHOOL DISTRICTS

Code: 080115 FPP

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Under administrative supervision of the District Superintendent, performs executive functions as chief administrator for BOCES affairs.

COMPLEXITY OF DUTIES

This is a highly responsible administrative position requiring the exercise of independent judgment. The duties are performed according to the objectives and procedures outlined by the District Superintendent and the Board.

TYPICAL DUTIES

1. Plans, coordinates and directs the various programs of the Board of Cooperative Educational Services.
2. Serves as liaison between BOCES, and various school districts, governmental bodies and community organizations.
3. Makes recommendations and determines feasibility of proposed projects.
- 4.