

Coordinator of Early College Access and Regional Learning Pathways Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 3/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Masters Degree AND at least two years of educational leadership and/or professional development experience. OR
2. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree AND at least three years of educational leadership and/or professional development experience OR
3. Graduation from a New York State registered two-year college with an Associates Degree AND at least five years of educational leadership and/or professional development experience OR
4. Graduation from high school or possession of a high school equivalency diploma AND least six years of program development, community outreach or volunteer coordination,, or public relations experience; OR
5. Any combination of education and experience equal to or greater than that described in (a), (b), (c), or (d) as determined by the Commissioner of Human Resources.

DISTINGUISHING FEATURES OF THE CLASS:

The Regional School Success Department's mission is to support our component districts in accessing high-quality resources and services, so that each and every student in our area has access to equitable educational opportunities. The Coordinator of Early College Access and Regional Learning Pathways will join a dynamic team of leaders at BOCES, our component districts, and local institutions of higher education, as well as community and industry partners, to expand student access to college credit-bearing coursework and to develop innovative career exploration programming for students at all grade bands.

TYPICAL WORK ACTIVITIES:

- Supporting the implementation of NYSED initiatives and frameworks, including NY Inspires, regionalization planning, the Culturally Responsive-Sustaining Education Framework, and content area learning standards;
- Collaborating with district leaders and fostering collaborative relationships with local institutes of higher education to develop a comprehensive schedule of college credit-bearing coursework accessible to students throughout our region;
- Working alongside community and industry partners, district leaders, and BOCES colleagues to develop authentic career exploration pathways in a variety of fields (such as healthcare, business, and social services) which are accessible to students throughout the region;
- Coordinating and/or providing professional learning opportunities for teachers of college credit-bearing courses around the region;
- Developing systems for managing student registration in college coursework and participation in career pathway programming, tracking and analyzing data to evaluate program effectiveness, and ensuring equitable access to these opportunities for all students;
- Managing the budget for the Early College Access and Regional Learning Pathways program, including exploring grants, sponsorships, and other opportunities; and
- Other responsibilities as assigned by the Director of Regional School Success.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Demonstrate a deep a commitment to expanding equitable educational opportunities for all students;

Collaborate effectively with a variety of stakeholders, with the ability to build lasting partnerships with other educational and community leaders;

Manage multiple projects simultaneously, with strong attention to detail;

Solve problems creatively and collaboratively; and

Lead others through example, demonstrating a strong work ethic and growth mindset.

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