



BOCES
Caring. Confident. United.



Northern New York offers a vibrant four-season environment ideal for living, working, learning, and raising a family. Outdoor enthusiasts will thrive with abundant boating, fishing, and hiking opportunities, thanks to the region's proximity to Lake Ontario, the St. Lawrence River, and the Tug Hill. Beyond the appealing cost of living, you'll find close-knit, welcoming communities with thriving local events and a relaxed pace of life. Access to quality healthcare, including Samaritan Health System, and educational institutions like Jefferson Community College supports personal and professional growth. The presence of Fort Drum contributes to a stable job market in this historically and culturally rich area. Its strategic location near the Canadian border and the Thousand Islands also fosters international tourism and commerce, all while being within convenient reach of Syracuse's larger urban amenities.

COMPONENT SCHOOL DISTRICTS

- Adirondack Central School District
- Alexandria Central School District
- Beaver River Central School District
- Belleville Henderson Central School District
- Carthage Central School District
- Copenhagen Central School District
- General Brown Central School District
- Indian River Central School District
- Inlet Common School
- LaFargeville Central School District
- Lowville Academy & Central School District
- Lyme Central School District
- Sackets Harbor Central School District
- South Jefferson Central School District
- South Lewis Central School District
- Thousand Islands Central School District
- Town of Webb Union Free School District
- Watertown City School District

BOARD OF EDUCATION

Jennifer L. Jones
President

Michael F. Young
Vice President

Alice M. Draper

Stephen Dreizler

Sandra Young Klindt

Michael J. Kramer

Peter E. Monaco

Lynn A. Murray

Grace H. Rice

PROGRAMS & SERVICES

Administrative Services: Administrative Services provide cost-effective services in non-instructional areas for school districts. Our departments include legal services; communication; technology; health, safety and security; regional certification; and transportation.

Adult Education: The Adult and Continuing Education program at Jefferson-Lewis BOCES offers a variety of programs for adult students to continue their education. Diverse course offerings include literacy instruction, business training, practical nursing, trade/technical training and personal enrichment.

Career & Technical Education (CTE): CTE at Jefferson-Lewis BOCES provides students with knowledge, technical skills and training to succeed in future careers. Industry representatives serve on advisory committees, which are consulted regularly to ensure each program meets the highest standards.

Programs for Exceptional Students (PES): PES provides programs and services to students in the community who require specialized or alternative education opportunities. We serve students with a wide range of disabilities in special education classrooms and additional supplemental services within all 18 component districts.

Programs & Professional Development (PPD): PPD provides professional development opportunities to administrators and teachers within the region. Services include workshops, trainings such as DASA and school violence prevention, fire/bus safety demonstrations, MakerSpaces and more. We are also the regional coordinator for the Odyssey of the Mind program and home of the School Library System.

VISION STATEMENT

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES will lead, create, implement and sustain educational programs that meet the ever-changing needs of the students and communities we serve.

WHO WE ARE & THOSE WE SERVE

The Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, commonly called Jefferson-Lewis BOCES or "Jeff-Lewis" BOCES, serves 18 school districts in Northern New York, about 70 miles north of Syracuse. For more than 75 years, Jefferson-Lewis BOCES has collaborated with its component school districts and community partners to provide educational services and learning experiences for students of all ages. Services include Administrative Services, Career & Technical Education, Adult Education & Continuing Education, Programs for Exceptional Students, and Programs & Professional Development

Jefferson-Lewis BOCES has offices and locations throughout Jefferson and Lewis counties. Its main campus in the Town of Watertown houses administrative offices and the Charles H. Bohlen Jr. Technical Center, the Jefferson County ACES Building, and several conference rooms available to the community. Our campus in Glenfield, N.Y., houses the Howard G. Sackett Technical Center and several conference rooms. We also have a campus in Lowville, N.Y., called the Jack J. Boak Jr. Educational Center..

THE POSITION & CANDIDATE

The District Superintendent serves as the liaison of the New York State Education Department. In this state role, the District Superintendent supports the implementation of State Education Law, the policies of the State Board of Regents, and the Commissioner's regulations. This person also attends to special assignments at the request of the Commissioner. The District Superintendent is a state employee and reports to the Deputy Commissioner for elementary, middle, secondary, and continuing education.

As Chief Executive Officer of Jefferson-Lewis BOCES, the District Superintendent is responsible for providing leadership to school districts within the supervisory district. In this capacity, the District Superintendent plans, administers, supervises, and evaluates the regional support services and educational programs provided by the BOCES at the request of its 18 component school districts. The District Superintendent works in cooperation with an administrative cabinet that includes an Assistant Superintendent for Programs and an Assistant Superintendent for Business. In addition, the District Superintendent assists the component school districts in the recruitment and selection of school superintendents as needed. The Chief Executive Officer of Jefferson-Lewis BOCES is accountable to its nine-member Board of Education.

The Commissioner of the New York State Education Department has selected **OCM BOCES District Superintendent Matthew L. Cook, Ed.D.,** as search consultant. **All candidate inquiries and application materials must be received by July 11, 2025 and directed to:**

Matthew L. Cook, Ed.D.
District Superintendent
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
(315) 433-2602
mlcook@ocmboces.org

- This will be a fully confidential search.
- The salary range is \$175,000 - \$200,000.
- The anticipated start date is Nov. 1, 2025.

A completed application packet must include the following and be postmarked or emailed on or before July 11, 2025:

- Letter of application
- Current resume
- Completed application found at ocmboces.org/supersearch
- Transcripts and letters of reference
- Copies of School District Administrator (SDA) or School District Leader (SDL) certificates

Unless you are requesting a reference, applicants are not to contact members of the Jefferson-Lewis BOCES Board of Education members or members of the Jefferson-Lewis BOCES staff. All applicant inquiries will be held in the strictest confidence.



CANDIDATE QUALIFICATIONS & DESIRED ATTRIBUTES

The successful candidate will be an experienced educational leader. The successful candidate will possess an impeccable service record highlighted by integrity, outstanding personal and professional characteristics and a strong educational background demonstrated by:

PERSONAL BACKGROUND

- Leadership – Being a “Leader of Leaders”
 - Lead by example, utilize the strength of the team, value and acknowledge staff, delegate authority, mentor and support others
- Personal Attributes – Strong interpersonal skills, active listener, dedicated, good sense of humor, approachable, honest, and respectful
- Style – High energy, commitment, and creativity with a service orientation
- Visionary Thinking – Ability to anticipate needs and be strategic, innovative, transformational, entrepreneurial, and forward-thinking
- Visibility – Being a visible, engaged, and collaborative education leader in the community

PROFESSIONAL BACKGROUND

- Education Knowledge – Well-versed in New York State's PreK-12 educational systems, including education law requirements and regulations, policy, standards, and assessments
- Business Acumen – Aware of the operational and financial aspects of BOCES, including how to be cost-effective and efficient while being a responsible steward of limited taxpayer dollars
- Effective Communication – Skilled in representing the district in oral, written, and multi-media presentations and in written correspondence and reports
- Government Knowledge – Understand the political arena, able to advocate for component districts and Jefferson-Lewis BOCES, able to advise and work with legislators on education issues
- Qualifications – A successful educator with leadership experience and a proven track record of data-driven decisions improving student achievement, community engagement, and school district climate and culture
- Credentials – NYS Certification as a School District Administrator (SDA) or NYS Certification as a School District Leader (SDL)

APPLICATION TIMELINE

- The deadline for application materials is July 11, 2025.
- The Jefferson-Lewis BOCES Board of Education will review application folders.
- Preliminary interviews will be conducted by the Jefferson-Lewis BOCES Board of Education.
- Finalists will be selected by the Jefferson-Lewis BOCES Board of Education.
- Stakeholder sessions will be conducted.
- All Board-recommended finalists will be interviewed by the Commissioner of Education in Albany, N.Y.
- The Jefferson-Lewis BOCES Board of Education will select its successful candidate from among those approved by the Commissioner of Education.
- The Commissioner of Education provides the Jefferson-Lewis BOCES Board of Education with the order and approval to appoint the District Superintendent.
- The Jefferson-Lewis BOCES Board of Education appoints the District Superintendent.
- The anticipated start date for the new District Superintendent is Nov. 1, 2025.

TERMS OF EMPLOYMENT

The Jefferson-Lewis BOCES Board of Education is prepared to offer a three-year contract from the date of employment to the successful candidate. The Board is also prepared to pay a competitive salary range of \$175,000 - \$200,000 and benefit package commensurate with the scope of this leadership position and the experience of the candidate, up to the limit of the new District Superintendent salary cap, as stipulated by law.

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES and the New York State Education Department are Equal Opportunity Employers.