

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3573200

Assistant in Instructional Services, Grade 22 3573200
Associate in Instructional Services, Grade 26 3573300

Brief Description of Class Series

Positions in this series provide direction, expert guidance, technical assistance, and other consultant services to school administrators, program supervisors, teaching staff, parents, and community and professional groups to improve instruction and raise the learning standards in the State's public schools. As experienced classroom educators with certification in various subject areas, incumbents use their specializations to implement professional development initiatives to support these subject areas. These positions are found only in the State Education Department.

Distinguishing Characteristics

Levels in this series are distinguished from each other primarily by the complexity of the work assigned and the independence with which duties are performed, including responsibility for the quality and the consequences of the completed work.

Assistant in Instructional Services: full performance level; under the direction of an Associate in Instructional Services performs the full range of professional duties; works independently on smaller projects or as part of a team on more complex assignments.

Associate in Instructional Services: advanced performance level or first supervisory level; performs full range of professional duties on projects of all sizes and complexity, frequently in the field with only very general supervision; frequently serves as the lead position on a project and may supervise Assistant level positions in carrying out assignments.

Illustrative Tasks

Conducts on-site visits, individually or as part of a review team, to monitor or evaluate education programs in a school or school district or Board of Cooperative Educational Services.

Provides program expertise in academic or occupational subject areas for on-site reviews of schools that are performing below State standards; career and technical education program approval; and civil rights reviews required under federal regulations.

Evaluates programs against the Department's learning standards, Regulations of the Commissioner of Education, Education Law, and requirements of the federal Department of Education and Department of Labor

Discusses observations with school officials; prepares or contributes to written reports of findings to Education Department program managers; and makes recommendations for improvement.

Plans and participates in workshops, seminars and conferences for school administrators, teaching staff, professional or occupational organizations.

Coordinates and participates in the design, development and revision of resource guides and related materials for the core curriculum used by teachers and administrators; assists in establishing goals, selecting curriculum specialists, reviewing drafts of consultants' work with them, and writing segments of the documents.

Administers a variety of competitive federal and State grant programs supporting increased student achievement, including the review of application documents.

Responds to written, telephone and e-mail requests for information, clarification and technical assistance concerning areas such as curriculum, learning standards, examinations, grant requests, federal and State Education Laws, Regulations of the Commissioner of Education, requirements for student performance, and school evaluation.

Prepares written materials for dissemination, including news releases, bulletins, newsletters and material for the Education Department web site.

Contributes to the development and maintenance of the Department's web-based, interactive, multimedia system to provide resources for the education community, including teachers, administrators and parents.

Provides content expertise on the development of curriculum, instruction, and assessment models for use by school districts in various areas as well as the arts, physical education and technology education where no State examinations are required.

In collaboration with educational testing staff, participates in the development of New York State Regents examinations and other assessments mandated by State or federal law or the Commissioner's Regulations.

- Recruits and trains teachers/consultants to write questions for assessments and explains technical requirements and objectives of the examination development process and item writing.
- Plans, coordinates, reviews and edits work of committees of teachers/consultants preparing assessments in an academic subject area; and oversees committees involved in reviewing and re-rating student essays and answer papers.
- Selects test items to be field tested in selected schools; arranges field test format and selects items for the actual examination.
- Convenes and conducts exam review committee and key consultant committee sessions; participates in committee work and scoring sessions to provide content knowledge in the development of State exams.
- Develops and field tests exams, and reviews and revises questions for field testing.
- Prepares and reviews examinations, rubrics, and supplementary test materials, such as scoring keys, scoring rubrics, scoring guides, directions for administering examinations, scorer practice sets, and reference materials.
- Responds to written and oral inquiries, suggestions, and critiques of examinations from teachers and administrators.

Prepares Requests for Proposals and applications for State and federal local aid programs and major initiatives, such as Statewide technical assistance centers, for school districts and other entities eligible to apply for funds.

Reviews applications in response to Requests for Proposals to determine awards and prepares award letters.

Monitors funded programs to ensure that sub-recipients administer awards in compliance with laws, regulations, and the provisions of grant agreements or contracts and that performance goals are achieved; reviews application documents; makes site visits; reviews required periodic progress reports and statistical data to measure progress and performance.

Analyzes related data and writes reports to inform the development of policies and guidelines related to public school education.

Makes site visits and reviews required periodic progress reports and statistical data to measure progress and performance.

Serves as liaison to State and federal organizations on educational policy initiatives and practices and analyzes the impact of proposed legislation on current laws and education policies.

Represents SED offices on various inter- and intra-agency committees and advisory/work groups to collaborate on best practices and initiatives.

Minimum Qualifications

Assistant in Instructional Services

Open-competitive: master's degree, New York State permanent or professional teaching certification in the identified specialty area, and two years of full-time classroom teaching experience.

Associate in Instructional Services

Promotion: One year of permanent service as an Assistant in Instructional Services.

Open-competitive: master's degree, New York State permanent or professional teaching certification in the identified specialty area) and four years of full-time classroom teaching experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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