

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3965010

Teacher 1, Grade 12 3965010
Teacher 2, Grade 13 3965020
Teacher 3, Grade 15 3965030
Teacher 4, Grade 17 3965040

Brief Description of Class Series

Teachers utilize professional training and experience to plan lessons and curriculums and instruct and evaluate the performance and progress of individuals* in an academic or commercial subject area. Such subject areas are in fields recognized by the New York State Department of Education.

Incumbents of these positions work with diverse groups of individuals that have broad ranges of social and academic backgrounds, interests, physical and/or developmental disabilities, and/or mental illness. Positions are classified in agencies with formal education programs, such as the Office of Children and Family Services, Department of Corrections and Community Supervision, and Office of Mental Health.

*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Teachers at various levels have similar duties and responsibilities. They instruct a course in an academic or commercial discipline; prepare or modify curriculum and course outlines; prepare daily or weekly lesson plans; conduct a schedule of formal instruction for individual learners of a State agency; and devise methods and conduct evaluations of the performance and progress of learners. The Teacher levels are distinguished from each other by the incumbent's level of academic and instructional preparation as evidenced by the type of professional certification achieved and length and appropriateness of teaching experience. Teachers may plan, instruct, and evaluate individuals in other disciplines than their primary professional certification.

Related Classes

Vocational Instructors, utilizing both professional and practical training and experience, plan lessons and instruct and evaluate the performance and progress of

individuals in vocational and trades specialties. Instruction includes a verbal and written presentation of the theoretical along with demonstrations of practical applications of that theory.

Illustrative Tasks

Makes plans for teaching assignments consistent with and based on overall course objectives.

- Determines learning needs, abilities, and other relevant facts for the individuals scheduled for the class from available records and from program staff. In some instances, these determinations are made jointly with members of an interdisciplinary treatment or evaluation team.
- Identifies diverse instructional methods and resources to meet students' varying academic, social emotional, and physical needs.
- Administers standard subject matter tests to determine a learner's proper achievement in the subject field; may administer standard tests to assess a learner's abilities and development.
- Utilizes an approved standard syllabus and/or modifies or develops a syllabus to meet the needs of the group and individuals in the group.
- Prepares lesson plans and, if needed, requests texts, review books, workbooks, teaching aids, materials, and equipment.
- Uses relevant technology to support instruction and individual skill development.
- May determine need for and request a Teaching Assistant for the period of a specific project or activity.

Conducts or supervises the class session using the daily lesson plan as a guide.

- Motivates and encourages the participation of each learner.
- Maintains control in the class and, if necessary, requests assistance following prescribed facility policy.
- Provides individual attention and assistance to meet the varied needs and abilities of learners.
- Within the agency approved curriculum, may deviate from the lesson plan or use a variety of teaching techniques to adjust to the varied interests and abilities of individuals in the class.

Evaluates the learner's performance and progress in the class.

- Develops and administers tests on a unit of study, utilizes approved standard tests, and/or observes classroom performance to determine a learner's achievement and needs.
- Analyzes test results and identifies the progress and learning problems of individual learners in accordance with education laws, rules, and regulations.
- Counsels and aids a learner having trouble to improve performance.
- Maintains accurate and complete records of learner's progress and/or behavior, as required by agency policy and education regulations.
- May participate as a member of a treatment or rehabilitation team by providing information and evaluative judgments in order that an individual's total program can be evaluated, and necessary modifications made.

May supervise clerical and/or paraprofessional employees by prioritizing work assignments, ensuring efficient and effective workflow, and training and evaluating staff.

May supervise others in the instruction of learners by reviewing lesson plans, demonstrating or suggesting appropriate teaching techniques in dealing with difficult learning problems, observing conduct of classes, and critiquing performance.

May assist in orienting new teachers to the facility and to the agency education philosophy.

May speak on the facility's education program before the community and other interested groups.

May attend training seminars, conferences, and workshops to further professional growth to keep updated with developments in subject area, instructional methods, special education and other unique populations.

In a facility where such activity is permitted, may plan and lead a field trip in support of a unit of study.

May perform some of the administrative tasks of an Education Supervisor or Director in their absence.

Since many of these positions function within an institutional setting, incumbents may be required to perform tasks designed to assist in maintaining the required level of security.

Minimum Qualifications*

Teacher 1

Open Competitive: bachelor's degree including satisfactory completion of the semester hours required for the teaching specialty.

Teacher 2

Open Competitive: current New York State Education Department initial certification in classroom teaching in the appropriate specialty.

Teacher 3

Open Competitive: current New York State Education Department permanent/professional certification in classroom teaching in the appropriate specialty.

Teacher 4

Open Competitive: current New York State Education Department permanent/professional certification in classroom teaching in the appropriate specialty AND two years of post-certification (initial or permanent/professional) teaching experience in that same specialty.

*Positions may require specific education or related 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.

Date: 1/2023

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