

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 3503700

Director Charter Schools, M-4

Brief Description of Class

The Director Charter Schools leads and directs the implementation of the Board of Regents policies relating to and authorization of charter schools. This one-position class exists only in the State Education Department.

Distinguishing Characteristics

Director Charter Schools: managerial level; under general direction of a Deputy Commissioner, administratively supervises professional staff responsible for overseeing the development, implementation, and management of the Department's statewide strategy for charter school authorization and oversight.

Related Classes

Director College and University Evaluation Oversees the evaluation and review of proposals from degree-granting institutions in NYS and out-of-state institutions seeking approval to operate in NYS to ensure that all degree-granting institutions and the programs they offer meet the quality standards established by the Board of Regents.

Director Proprietary School Supervision is responsible for all aspects of the supervision of private vocational schools and registered business schools.

Illustrative Duties

Oversees implementation of the charter school strategic direction as defined by the Board of Regents.

Creates protocols and procedures to operationalize charter school policies.

Oversees implementation of charter school policies including managing all aspects of new charter awarding, charter contracting, the school renewal process, Performance/Accountability agreements with schools, and ongoing school performance evaluation.

Oversees the Department's review and response to all public inquiries and complaints related to the State's public charter schools.

Manages the development of internal and external status and information reports on the State's public charter schools.

Performs the full range of supervisory duties.

Minimum Qualifications

Director Charter Schools

Non-competitive: Master's Degree in education, public policy, public administration, or other field related to education and seven years of educational and/or administrative experience in an educational related program or organization. Three years of this experience must have been in charter school authorizing; directing, overseeing, supporting and/or evaluating charter schools within a city, region or state; or directing, overseeing, and evaluating academic programs and performance in schools, districts, or educational support organizations, or providing technical assistance to such organizations in the development of academic programs or school, district, educational support organizations operations. Two years of this experience must have involved managing a program or organization involved in the above activities.

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: 03/2023

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