

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3513300

**Assistant in Occupational School Supervision, Grade 22
3513300**

**Associate in Occupational School Supervision, Grade 26
3513500**

Brief Description of Class Series

Positions in this title series at the State Education Department (SED) monitor proprietary schools in New York State and ensure their compliance with federal and State laws, rules, and regulations. They plan, coordinate, and conduct site visits to evaluate the educational quality of programs; review and approve proprietary school license documents; and provide information, direction, and guidance to schools in the implementation of compliance plans.

Distinguishing Characteristics

Assistant in Occupational School Supervision: full performance level; under the direction of an Associate in Occupational School Supervision, conducts site visits to proprietary schools to ensure compliance with statutory and regulatory provisions, policy guidelines, and curriculum requirements; reviews and approves proprietary school license documents; and creates educational materials for trainings, meetings, and reports.

Associate in Occupational School Supervision: advanced performance or first supervisory level; develops and implements policy guidelines to ensure compliance with federal and State laws, rules, and regulations; may supervise Assistants in Occupational School Supervision and other staff in the monitoring of post-secondary, vocational, occupational or career schools and/or programs.

Illustrative Tasks

Assistant in Occupational School Supervision

Monitors and provides technical assistance to post-secondary, vocational, occupational or career schools and/or programs, and ensures compliance with federal and State laws, rules, and regulations.

Coordinates and conducts evaluations of programs' educational quality by performing site visits, and reviewing school license documents and other materials including curricula, catalogs, contracts, and advertising.

Interprets federal and State laws, rules, and regulations concerning post-secondary, vocational, occupational or career schools and/or programs.

Reviews and makes recommendations regarding approval and renewal of licensing applications for post-secondary, vocational, occupational or career schools and/or programs.

Collects data and drafts reports to evaluate trends and problems in schools.

Conducts trainings and participates in meetings to inform post-secondary, vocational, occupational or career schools and/or programs about new or revised laws, rules, and regulations.

Associate in Occupational School Supervision

Performs the duties of an Assistant in Occupational School Supervision and may supervise Assistants in Occupational School Supervision and other staff in the monitoring of post-secondary, vocational, occupational or career schools and/or programs for compliance with applicable laws, rules, and regulations.

Makes the final determination on licensing recommendations.

Leads site reviews to monitor quality standards and statutory and regulatory compliance.

Develops and implements policy guidelines designed to assist post-secondary, vocational, occupational or career schools and/or programs in complying with the laws, rules, and regulations.

Minimum Qualifications

Assistant in Occupational School Supervision

Open Competitive: master's degree, and two years of professional experience in occupational education, career and technical education, or career training. One year of experience must have included administration, oversight, or monitoring of post-secondary, vocational, occupational or career schools and/or programs.

Associate in Occupational School Supervision

Promotion: one year of service as an Assistant in Occupational School Supervision.

Open Competitive: master's degree, and four years of professional experience in occupational education, career and technical education, or career training. Two years of experience must have included administration, oversight, or monitoring of post-secondary, vocational, occupational or career schools and/or programs.

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: 10/2020

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