

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

Classification Standard

Occ. Code 3530800

Director Family & Community Engagement, M-4

Brief Description of Class

The Director Family and Community Engagement serves as the primary liaison for family and community engagement work within the New York State Education Department (NYSED). The one position class is responsible for the comprehensive strategy and implementation of all family and community engagement initiatives.

Distinguishing Characteristics

Director Family & Community Engagement: one-position class; administratively supervises all NYSED community engagement initiatives within the Office of Family and Community Engagement under the general direction of a Deputy Commissioner.

Related Classes

Associates in Education Improvement Services review and evaluate programs and grants which assist elementary, secondary, and middle school administrators in improving delivery of educational programs and services for academically and economically disadvantaged students. Incumbents function at the first supervisory level to serve as the lead for large and more difficult projects monitoring school performance.

Supervisors of Education Programs perform the full range of supervisory duties, and are engaged in delivering or administering one or more education programs administered by NYSED by providing technical assistance and training, including monitoring and evaluating programs and grants.

Illustrative Duties

- Develop, guide, and monitor implementation of a comprehensive strategy for family and community engagement initiatives within and on behalf of NYSED.
- Work collaboratively with colleagues within NYSED to implement cross functional strategies and initiatives.

- Provide policy and program guidance to school districts, colleges and universities, and community-based organizations.
- Oversee the grant and contract proposal review processes, and approve award recommendations.
- Oversee the review and approval of program budget proposals, amendment requests, and final budget documents.
- Direct and coordinate administrative and fiscal processes and procedures for the Office, in collaboration with executive staff.
- Coordinate the development and preparation of reports on the programs and initiatives of the Office for presentation to the Board of Regents, Commissioner, Governor's Office, and legislature.
- Review and analyze proposed legislation affecting family and community engagement programs.
- Communicate effectively and liaison with State and federal officials, local governments, and business and community-based organizations.

Minimum Qualifications

Open-Competitive: Master's degree in education, public policy, public administration, or other field related to education, and, six years of educational and/or administrative experience in an educational program or organization, or in a government or community-based organization; this experience must have involved serving/supporting intercultural, multicultural, and/or disadvantaged populations or related initiatives. Two years of this experience must have been in a management capacity involving policy development and decision making. A doctorate in an education related field may substitute for two years of the general 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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