

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

Tentative Classification Standard

**Occ. Code 3533800**

**Education Program Manager 1, M-4 3533800**  
**Education Program Manager 2, M-5 3533900**

Brief Description of Class Series

Positions in this series supervise professional educators responsible for program implementation, examination planning and development, provision of technical assistance, program monitoring, and school accountability and improvement at the State Education Department (SED).

Distinguishing Characteristics

*Education Program Manager 1:* managerial level; under the direction of executive level staff, coordinates the development of policy, manages program development, and oversees the operations of assigned program office; administratively supervises Supervisor Education Programs, Grade 28, and staff.

*Education Program Manager 2:* managerial level; functions as the director of a major program area. This position establishes policy, sets priorities consistent with State and federal guidelines, and provides leadership to fulfill the agency's mission; administratively supervises Education Program Manager 1, M-4, Supervisor Education Programs, Grade 28, and staff. These positions are in the non-competitive jurisdictional class.

Illustrative Tasks

*Education Program Manager 1:* oversees policies and student support programs related to school health, safety and climate, including programs and initiatives related to violence prevention, bullying, and other student support services; manages the development and implementation of policies and programs related to early childhood education, religious and independent schools, educational accountability programs, turnaround and redesign of low performing schools and fostering safe and healthy schools, as defined by the Board of Regents; directs design, alignment, and implementation of federal grant programs; oversees office fiscal management including budgeting, request for proposal process, program approval process, fund distribution

and management, program auditing and monitoring, and contract management and procurement; oversees field engagement with partner districts and schools, external support providers, grantees, and contractors; analyze policy and interpret current and proposed legislation affecting schools and students; analyze efficacy of and propose improvements to SED's current policies, practices, and procedures in the areas of school climate, culture, and safety, early learning, nonpublic, religious and independent schools, and educational accountability programs; and, performs the full range of supervisory duties.

*Education Program Manager 2:* provides overall direction and oversight of a major program office; reflect trends and cutting-edge research as it pertains to the assigned program office; creates and coordinates policies; manages program development; supports the growth and development of office leadership and staff; engages in comprehensive budget planning, analysis and oversight for the program office; develops and presents written recommendations, reports or memoranda including policy and evidence-based analysis related to early childhood education or educational accountability programs for consideration by NYSED leadership, the Commissioner of Education, Board of Regents, Governor's Office, and the legislature; represents the Department on inter- and intra-agency committees, advisories and work groups; represents the program office at national, state, and local events, and at legislative hearings; oversees the preparation and submission of annual reports; collaborates within and across State and federal agencies to develop and support best practice protocols for implementation in the program office.

### Minimum Qualifications

#### *Education Program Manager 1*

Promotion: one year of permanent competitive service as a Supervisor Education Programs, Supervisor Education of Children with Disabilities, Supervisor Educational Testing, Supervisor Higher Education Programs, Supervisor of Occupational Education, Supervisor of Professional Education Programs, Supervisor School Improvement Planning or Supervisor School Business Management **OR** two years of permanent competitive service as an Associate in Instructional Services (any specialty area), Associate in Educational Planning and Evaluation, Associate in School Nursing, Associate in Education Improvement Services, Associate in Bilingual Education, Associate in Education Research, Associate in School Business Management, Associate in Continuing Education, Associate in Education of Children with Disabilities, Associate in Education Improvement Services, Associate in Educational Testing, Associate in Higher Education Opportunity, Associate in Higher Education, Associate in Intercultural Relations, Associate in Nursing Education, Associate in Nursing Education (Addictions), Associate in Occupational School Supervision, Associate in Professional Education, Associate in School Library Service and Associate in Teacher Education.

### *Education Program Manager 2*

Non-competitive: A master's degree in the area of early childhood education, public policy, public administration or other field related to education and seven years of educational and/or administrative experience in an educational program or organization, which must include at least three years at a managerial level involving the development, implementation and evaluation of programs and policies related to educating students in prekindergarten to third grade; or directing, overseeing and evaluating academic programs and performance for students in prekindergarten to third grade; or providing technical assistance to schools in the development of academic programs for students in prekindergarten to third grade.

**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: 9/2024

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## Parentnetic Attachment

*Education Program Manager 1 (Testing)*: managerial; under the direction of a Education Program Manager 2 (Testing), incumbents oversee the day-to-day operations of a unit within the Division of Test Administration, such as Elementary and Secondary Education or Test Development. Duties include managing, directing and overseeing test development and test administration carried out by permanent and contract staff; overseeing the timely development and dissemination of test procedures and non-secure test materials to school officials; manage quality control processes to ensure assessments meet established testing standards; manage communications between school administrators, parents, students and other Education offices; coordinate operations between the Office of State Assessment and the Test Distribution Unit to ensure timely dissemination of testing materials; and coordinate communication between Test Development and translators and braille vendors to ensure timely, accurate products.

*Education Program Manager 2 (Testing)*: managerial under the direction of the Assistant Commissioner or other executive-level staff, incumbents oversee Education Program Managers 1 (Testing) and other managerial staff leading units within the Division of Test Administration, which is responsible for organizing and administering assessments at all NYS schools. In addition to performing all duties of an Education Program Manager 1 (Testing), the incumbent will direct the development and provision of supplementary test materials as well as communications to school officials detailing appropriate test administration procedures; lead and provide training to staff who directly support school administrators; coordinate operations between the Office of State Assessment and the Test Distribution Unit to ensure timely dissemination of testing materials; and present information on policies, procedures and other topics at public meetings.

## Minimum Qualifications

### *Education Program Manager 1 (Testing)*

Promotion: one year of permanent competitive service as a Supervisor Education Programs.

Open Competitive: master's degree and six years of professional experience in education, which includes experience in educational testing and assessment. Two years of this experience must have been in managing the development, administration and validation of an educational testing and assessment program.

*Education Program Manager 2 (Testing)*

Promotion: one year of permanent competitive service as Education Program Manager 1 (Testing).

Open Competitive: master's degree and seven years of professional experience in education, which includes experience in educational testing and assessment. Three years of this experience must have been in managing the development, administration and validation of an educational testing and assessment program.