

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

Classification Standard

Occ. Code 3539800

Director, Educational Television and Public Broadcasting, M-3 3539800

Brief Description of Class

Oversees, coordinates, plans, executes, and directs all programmatic and administrative activities of the Office of Educational Television and Public Broadcasting, including the oversight of reporting, educational programming, and State Aid programs for public broadcasting stations Statewide. This position is only classified at the Department of Education.

Distinguishing Characteristics

Director, Educational Television and Public Broadcasting: single-position class; managerial level; reporting to the Deputy Commissioner of the Cultural Education Center; provides oversight and Board of Regents policy direction for the educational work of public broadcasting entities in New York State and provides coordination and guidance for Office of Cultural Education (OCE's) educational initiatives and programs for early childhood and P-12 students.

Related Classes

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.

Illustrative Duties

Plans and executes strategies that enable public broadcasting to be a strong resource for the education of all New Yorkers and for improved student performance.

Coordinates and assists with OCE's educational initiatives and programs for early childhood and P-12 students in the fields of science, history, and the arts including the development of educational materials for teachers and students, ensuring educational materials align with NYS Learning Standards for P-12 students.

Stays abreast of developing educational trends and tactics.

Establishes and maintains relationships with public broadcasting stations statewide, and other cultural institutions, such as museums, libraries; coordinates with other New York State Education Department (NYSED) units on the integration and support of public broadcasting stations.

Researches grant opportunities from government and non-governmental agencies that can support OCE's educational work for P-12 students and assists with drafting grant proposals.

Serves as the project lead and manager of OCE's FindNYCulture.org website.

Supervises and provides direction to staff, including the Executive Director of the Summer School of the Arts (NYSSSA), and works with the Director to ensure programmatic needs are met.

Minimum Qualifications

Director, Educational Television and Public Broadcasting, M-3

Open Competitive: Bachelor's degree and six years of experience in education administration, educational communications or broadcasting, or development of educational resources. Three years of the experience must have been at a supervisory level; or one year of the experience must have been at a managerial level. A Master's degree may substitute for one year of 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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 11/2022

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