

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

Classification Standard

Occ. Code 3546600

Supervisor Education Programs, Grade 28 3546600
Chief Education Programs, M-4 3546650

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

Supervisor Education Programs: second supervisory level; under the direction of the Chief Education Programs or other higher-level staff, supervises two or more Grade 26 Associate staff (various titles).

Chief Education Programs: managerial level; single-position class; under the direction of executive level staff, coordinates the development of policy, manages program development, and oversees the operations of the School Turnaround Office; administratively supervises Supervisor Education Programs staff.

Illustrative Tasks

Supervisor Education Programs: develops and refines policy and procedures; provides policy and program guidance to schools; develops and directs program monitoring protocols and plans; supervises program performance evaluation and reporting; manages the development of examinations; develops program funding options; coordinates provision of technical assistance; collaborates with other agencies to support initiatives; oversees data collection and preparation of reports, including correspondence, research, and curriculum guides; drafts regulations and policy statements, and analyzes and responds to proposed legislation; supervises professional and support staff in the preparation of written materials, including procurements, correspondence, and research; and, performs the full range of supervisory duties.

Chief Education Programs: oversees policies and 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 the 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 accountability; and, performs the full range of supervisory duties.

Minimum Qualifications

Supervisor Education Programs

Promotion: one year of permanent competitive service as an Associate in Early Childhood Education, Associate in School Library Services, Associate in Educational Planning and Evaluation, Associate in Education Improvement Services, or Associate in Instructional Services.

Chief Education Programs

Promotion: one year of permanent competitive service as a Supervisor Education 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: 2/2019

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