

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

Classification Standard

***Occ. Code 3546600***

**Supervisor Education Programs, Grade 28**

Brief Description of Class

Supervisors Education Programs 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 higher-level staff, supervises two or more Grade 26 Associate staff (various titles).

Illustrative Duties

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.

Minimum Qualifications

*Supervisor Education Programs*

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

**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: 2/2026

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