

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

Tentative Classification Standard

**Occ. Code 3552100**

**Assistant in Education Improvement Services, Grade 22 3552100**  
**Associate in Education Improvement Services, Grade 26 3552420**

Brief Description of Class Series

Positions in this series 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 or at-risk students. Incumbents of these positions monitor school performance in the program area assigned and provide technical assistance and support to schools.

These positions are only classified in the State Education Department (SED).

Distinguishing Characteristics

Levels in this series are distinguished from each other primarily by the complexity of the work assigned and the independence with which duties are performed, including responsibility for the quality and the consequences of the completed work.

*Assistant in Education Improvement Services:* performs the full range of duties under the supervision of an Associate in Education Improvement Services or other higher-level staff.

*Associate in Education Improvement Services:* advanced performance level or first supervisory level; assignments typically involve larger school districts or broader program areas. An incumbent leads and independently performs the full range of professional duties, serves as the lead liaison for large and more difficult projects, and may supervise Assistants in Education Improvement Services.

Related Classes

Assistants & Associates in Education Research plan and conduct data analysis and research projects to be used by the Management of the Education Department regarding policy and program planning and evaluation

Assistants & Associates in Continuing Education provide technical assistance to programs providing continuing education services, basic education, or career and technical education to adults and out-of-school youth through various educational institutions.

### Illustrative Tasks

#### *Assistant in Education Improvement Services*

Assists in reviewing, evaluating and processing of school or program improvement plans, district or consolidated grant applications or proposals and supporting materials for federal or State compliance.

Assists in recommending remedial action as necessary to meet program requirements and ensures correction action for compliance is carried out.

Assists in recommending policies and procedures to improve monitoring, reporting and accountability of schools to meet agency and program goals.

Assists in researching and analyzing data to prepare documents to assist management in policy decision making.

Attends conferences and meetings with school officials and serves as liaison between SED and schools.

Develops written materials including guidance documents, letters and reports.

Prepares and conducts workshops and training for school administrators and personnel.

Prepares forms, rating instruments, reports and guides to evaluate program area.

Advises and provides information on federal and State reporting, accountability and program requirements.

Makes recommendations for approval or disapproval of the proposed improvement plan, new or continued grant funding or continued monitoring.

Provides technical assistance to school districts, local education agencies, regional school support centers, other public or private agencies or professional groups for the assigned program area.

Seeks clarification, additional information and adjustments; and recommends strategies for compliance with standards.

Monitors and conducts site visits for compliance with the school or program improvement plan or grant administration.

*Associate in Education Improvement Services*

Performs all the duties of an Assistant in Education Improvement Services. Assignments typically involve larger school districts or broader program areas.

Reviews, evaluates and processes school or program improvement plans, district or consolidated grant applications or proposals and supporting materials for federal or State compliance.

Recommends remedial action as necessary to meet program requirements and ensures correction action for compliance is carried out.

Recommends policies and procedures to improve monitoring, reporting and accountability of schools to meet agency and program goals.

Researches and analyzes data to prepare documents to assist management in policy decision making.

May supervise Assistants in Education Improvement Services and other staff

Minimum Qualifications

*Assistant in Education Improvement Services*

Open Competitive:

1. Master's degree and two years of professional experience\* in an education agency or organization working with elementary, middle, or secondary schools in the provision of technical assistance or in the development or implementation of educational programs or educational grants;

OR

2. possession of New York State permanent or professional certification in classroom teaching, administration and supervision, or school services and two years of professional experience\* in a public school teaching common branch subjects in grades Pre-Kindergarten to 6 or teaching academic subjects (English, a language other than English, mathematics, science, or social studies) in grades 7-12;

OR

3. possession of New York State permanent or professional certification in classroom teaching, administration and supervision, or school services and two years of professional experience\* working with students in the areas of

early childhood and parent education, guidance counseling, school social work, or attendance improvement/dropout presentation.

*Associate in Education Improvement Services*

Promotion: one year of permanent service as an Assistant in Educational Improvement Services.

Open Competitive: Master's degree or possession of New York State permanent or professional certification in classroom teaching, administration and supervision, or school services and four years of the experience\* described above.

\*Substitutions: a PhD may substitute for two years of professional 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: 2/2026

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