

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

Classification Standard

Occ. Code 3592500

Supervisor Occupational Education, Grade 28 3592500

Brief Description of Class

Supervisor of Occupational Education manage the Adult Education Programs and Policy unit by promoting, developing, and supporting adult education programs with the goal of providing adult students with successful pathways and transitions to post-secondary education, apprenticeship training, and the workforce.

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

Distinguishing Characteristics

Supervisor of Occupational Education: oversees all aspects of Adult Education Programs and Policy unit operations; and supervises professional and other support staff engaged in providing technical assistance to educational programs, including at least two staff at Associate, Grade 26.

Related Classes

Supervisor Education Programs: second supervisory level; under the direction of the Education Program Manager 1 other higher-level staff, supervises two or more Grade 26 Associate staff (various titles).

Supervisor Professional Education Programs: supervises professional educators responsible for program review, master plan amendments, academic field visits and investigation of student complaints in collegiate undergraduate and graduate programs leading to licensure.

Supervisor Higher Education Programs: second supervisory level; directs and supervises the activities of professional and support staff within a region or unit.

Illustrative Tasks

Ensures that Request for Proposal (RFP), Request for Information (RFI), mandated reports, and other materials are completed, processed, and delivered on time.

Works on RFPs, Memorandum of Understandings (MOUs), and collaborative efforts.

Serves as New York State Director for Adult Education under federal office.

Oversees the National Reporting System (NRS), New York Reporting System (NYRS) and (Adult Literacy Education (ALE)/Employment Preparation Education (EPE)) reporting systems and Fast Track Funding.

Oversees and manages major Adult Education Programs and Policy funding streams (Workforce Innovation and Opportunity Act (WIOA)/Welfare Education Program (WEP), EPE, ALE).

Creates annual narrative reports and assessment policies and uploads to NRS portal.

Creates, approves, and deploys customized professional development for adult education, High School Equivalency (HSE) preparation, and literacy for English as a Second Language (ESL) population.

Works collaboratively with the NYS Department of Labor and other WIOA partners on the New York State Plan and other initiatives to meet federal requirements.

Liaises with SED, NYC Department of Education, Adult Education Associations (e.g. NYACCE, NYCAL) and the Federal Department of Education.

Interacts with the Regional Adult Education Network (RAEN), participates in monthly RAEN meetings, and provides updates to program managers at regional RAEN meetings.

Prepares material for the Deputy Commissioner on Regent's items.

Meets periodically with the Deputy Commissioner and provides monthly reports of office activities.

Represents SED's Office of Adult Career and Continuing Education (ACCES) at public conferences and venue.

Responds to assignments and inquiries, including FOIL requests on behalf of ACCES.

Creates reports and PowerPoint presentations for the Board of Regents.

Conducts annual quality control review and submits reports.

Performs the full range of supervisory duties.

Minimum Qualifications

Promotion: One year of permanent service in a professional educator role at NYSED at Grade 26 or higher.

Open Competitive: Six years of professional experience* in continuing or occupational education, career and technical education, or career training. Three years of the experience must have been at a supervisory level, or one year of experience must have been at a managerial level.

*An associate's degree may substitute for two years of non-supervisory experience; a bachelor's degree may substitute for four years of non-supervisory experience; a J.D. or master's degree may substitute for one additional year of non-supervisory 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.

12/2025

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