

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

Classification Standard

Occ. Code 3592850

Director Proprietary School Supervision, M-4 3592850

Brief Description of Class

Director Proprietary School Supervision at the State Education Department is responsible for all aspects of the supervision of private vocational schools and registered business schools.

Distinguishing Characteristics

Director Proprietary School Supervision: managerial level; one position class; reporting to executive leadership, supervises professional staff responsible for oversight and monitoring of non-degree-granting proprietary schools including Licensed Private Career Schools, and Certified English as a Second Language (ESL) schools in New York State.

Related Classes

Director Charter Schools leads and directs the implementation of the Board of Regents policies relating to and authorization of charter schools.

Associate in Occupational School Supervision monitors proprietary schools in New York State and ensures their compliance with federal and State laws, rules, and regulations; plans, coordinate, and conduct site visits to evaluate the educational quality of programs; review and approve proprietary school license documents; and provide information, direction, and guidance to schools in the implementation of compliance plans.

Education Program Manager 1 coordinates the development of policy, manages program development, and oversees the operations of an assigned program office under the general direction of executive staff.

Illustrative Tasks

Directs and manages the Bureau of Propriety School Supervision (BPSS).

Oversees all aspects of office operations, budget, and policy support.

Develops and enforces BPSS procedures, ensures that mandated reports and other materials are completed, processed, and delivered on time.

Ensures that all BPSS rules, regulations, and plans are updated and enforced.

Manages the administration and renewal of licenses for all proprietary schools.

Provides policy and program guidance to proprietary school owners, directors, and staff.

Responds to all public relations issues and inquiries regarding the supervision of proprietary schools, and liaison with local, State, and federal authorities on related issues.

Minimum Qualifications

Director Proprietary School Supervision

Promotion: one year of permanent competitive or 55b/c service as a Supervisor of Higher Education Programs or Supervisor of Occupational Education, or two years of service as an Associate in Higher Education, Associate in Occupational School Supervision, Associate in Continuing Education, or Associate in Nursing Education.

Open Competitive: master's degree, and two years of professional experience in occupational education, career and technical education, or career training. One year of experience must have included administration, oversight, or monitoring of post-secondary, vocational, occupational or career schools and/or program.

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: 6/2023

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