

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

Classification Standard

**Occ. Code 3920901**

**Education Director 1, Grade 22    3920901**  
**Education Director 2, Grade 25    3920902**

Brief Description of Class Series

Education Directors plan, direct, and coordinate all educational activities in a State facility. Education activities may include one or more of the following: elementary and/or secondary school programs, programs designed for individuals diagnosed with mental illness, vocational programs, physical education and recreation programs, and education counseling.

Positions in these classes exist in facility education programs in the Office of Mental Health and Office of Children and Family Services.

Distinguishing Characteristics

Education Directors 1 and 2 have similar duties and responsibilities. They set education goals, supervise curriculum development, maintain an in-service training program for instructional staff, allocate equipment and materials, and prepare tentative school budgets. They also participate in the development of cooperative projects for improvement of the program. The size and scope of the education program determines the level of position classified in a State facility.

When the Education Director is the sole supervisor, the incumbent supervises instructional staff in a similar manner as Education Supervisor and holds periodic meetings with teachers and instructors to discuss course outlines, curriculum, and teacher presentations. When there are Education Supervisor(s), the Education Director observes teacher's and instructor's performance and makes evaluations regarding their classroom performance based on personal observations and the Education Supervisor's observations and evaluations.

*Education Director 1:* reporting to an Education Director 2 or higher-level administrative position, oversees medium to large sized education programs in a State facility; supervises a sizeable number of educational staff which includes all or some of the following: Education Supervisors, Teachers, Vocational Instructors, education counselors, school librarians, teaching assistants, and teacher aides.

*Education Director 2:* reporting to a higher-level administrative position, oversees the largest educational programs for multiple State facilities; supervises the largest

number and highest level of educational staff, often geographically dispersed, which includes all or some of the following: Education Directors, Education Supervisors, Teachers, Vocational Instructors, education counselors, school librarians, teaching assistants, and teacher aides.

### Related Classes

Education Supervisors are characterized by the supervision of a professional instructional staff, the placement and evaluation of students, and the planning and evaluation of an education program. The size of the subordinate staff may vary among positions in these classes due to the number of students served and the organizational structure of the education program. Typically, incumbents supervise a staff of teachers and instructors constituting a major education segment or field of a larger education program directed by an Education Director. However, they may supervise as few as six teachers and instructors in an autonomous education program and may serve as the top education specialist responsible for the supervision and administration of a small education program.

Teachers utilize professional training and experience to plan lessons and curriculums and instruct and evaluate the performance and progress of clients who are in the charge of a State agency in academic and commercial subjects.

Vocational Instructors, utilizing both professional and practical training and experience, plan lessons and instruct and evaluate the performance and progress of learners who are in the charge of a State agency, in vocational and trades specialties. Instruction includes a verbal and written presentation of the theoretical along with demonstrations of practical applications of that theory.

There are a number of classes which provide instructional services to agency employees. In many agencies, positions in the Training Technician Series plan, deliver, and evaluate training programs designed to improve the knowledge and skills of agency employees. Other series of such training classes include Training Specialists and Mental Hygiene Staff Development Specialists.

### Illustrative Duties

Within overall agency educational policies and guidelines, establishes educational policies and goals for the facility according to the type of students served.

- Sets educational levels for courses according to capability of students.
- Determines the need for new and additional courses due to changing student population and requests from students; provides guidelines for instructional staff and supervisors in the development of course outlines and curricula.

- Sets guidelines for the placement of students into community schools or educational furloughs within agency policies.
- Meets with Education Directors of other facilities to discuss education policies and programs, and to provide uniformity among programs for the agency to facilitate transfers between facilities.

Supervises facility education staff.

- Reviews reports and evaluations of instructional staff submitted by supervisors to determine level of their performance; observes and evaluates staff personally to determine classroom skills and rapport with students; prepares and discusses formal evaluations with staff.
- Reviews reports from supervisors on students, instructional staff, courses offered, and accomplishments to determine status of specific programs.
- Discusses with supervisor, specific problems in their fields, recommendations for changes, and future plans stated in reports.

Controls the hiring of staff within the education program.

- Determines the need to fill vacant positions and prepares vacancy control reports as required.
- Requests list certifications from Human Resources Office; where lists are not available, in cooperation with the facility's human resources staff, recruits applicants through advertisements, contacting local schools, and making inquiries of facility and agency employees.
- Arranges and conducts interviews of applicants to determine their capabilities.
- Selects applicants who best meet hiring criteria; arranges with Human Resources Office to place new education staff on payroll.
- Orients new staff to facility and agency rules and regulations and arranges for formal orientation program where available.

Provides in-service training for education staff.

- Sets up meetings to inform staff of happenings within the agency and facility, and discusses specific problems, accomplishments, and plans for the education program.
- Arranges for outside speakers and specialists to address staff on ways of overcoming specific learning disorders or new teaching techniques in the field.
- Recommends and approves advanced college courses for staff and attendance at education conferences based on applicability to specialty, individual needs, and agency guidelines.

Ensures that each student within the education program is provided the opportunity for maximum development.

- Meets with education supervisors, education counselors, and other program staff to draw up individual development programs.
- Reviews and discusses reports on student progress within their individual programs with program staff to determine any necessary program changes.
- May discuss progress and development with individual student to solicit comments on progress and specific problems.
- May coordinate scheduling of individual student education program with other therapeutic programs so that the goals of the individual program are achieved.
- Enlists cooperation of community schools to provide necessary services to permit them to accept students from the facility education program; along with other program staff, approves placement of students into community schools based on student needs and agency guidelines.

Prepares requests for funds and administers the budget for the facility's education program.

- Reviews budget requests for each field with respect to overall goals of the program.
- Prepares education budget considering available funds and education goals; prepares justifications for changes in program and physical plant which require substantial outlays of funds.
- Reviews requests for purchases of equipment in accordance with budgetary restrictions and program needs.
- Prepares applications for federal grant programs to assist in meeting education goals.

- Monitors the expenditure of funds to ensure optimum program coverage on a yearly basis.

Supervises school library and/or education counseling staff as required.

Prepares various reports for facility administrators and main office education bureau concerned with number of students, courses offered, number and status of instructional staff, accomplishments of programs, future plans, and present or anticipated problems.

Represents education program on facility and agency committees and before the general public.

### Minimum Qualifications

#### *Education Director 1*

Promotion: Current permanent or professional school administrator/supervisor, school building leader, school district administrator, or school district leader certificate issued by the New York State Education Department AND one year of permanent service as an Education Supervisor (General).

Open Competitive: Current permanent or professional school administrator/supervisor, school building leader, school district administrator, or school district leader certificate issued by the New York State Education Department AND one year of administrative or supervisory experience in education.

\*For positions in the Office of Mental Health, candidates must also have a current permanent or professional certificate in special education.

#### *Education Director 2*

Promotion: Current permanent or professional school administrator/supervisor, school building leader, school district administrator, or school district leader certificate issued by the New York State Education Department AND one year of permanent service as an Education Director 1.

Open Competitive: Current permanent or professional school administrator/supervisor, school building leader, school district administrator, or school district leader certificate issued by the New York State Education Department AND two years of administrative or supervisory experience in education.

\*For positions in the Office of Mental Health, candidates must also have a current permanent or professional certificate in special education.

**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: 03/2021

PH