

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

Classification Standard

Occ. Code 3927500

Coordinator Post-Secondary Education, Grade 25

Brief Description of Class

The Coordinator Post-Secondary Education oversees and coordinates the activities associated with the expansion and enhancement of post-secondary programs in all New York State correctional facilities.

This position is classified in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Coordinator Post-Secondary Education: one position class; under the supervision of the Director of Correctional Education Programs, manages the integration of post-secondary education within DOCCS and is responsible for facilitating the flow of information between staff, colleges and auxiliary organizations, and the organization, documentation and tracking required for this program.

Related Classes

The Coordinator Special Education oversees and coordinates the activities of special education programs in all New York State correctional facilities.

Illustrative Tasks

Composes standards and procedures on vocational and college programming.

Reviews and makes recommendations on pertinent legislation to ensure compliance with all statute requirements.

Ensures compliance with Family Educational Rights and Privacy Act regulations.

Conducts audits to ensure compliance with standards, policies, and procedures.

Submits reports to Higher Education Services Corporation, including mid-year expenditure report, budget modifications, and event reports.

Serves on a College Program Review Committee to review proposals, recommend guidelines for college operations, enhance technical support, review and report college program status and progress.

Provides the Director with information involving the following: post-secondary education benefits and opportunities, planning and career preparation, financing including activities that promote financial literacy and debt management; and feedback regarding the effectiveness of pre and post testing tutorial services that have allowed incarcerated students to participate in college level coursework.

Acts as a liaison between the Division of Education, correctional facilities, and colleges to ensure understanding of state eligibility and college entrance requirements, assists with the application, and evaluates activities to ensure preparedness of students for post-secondary examinations.

Coordinates with the Deputy Superintendent for Program Services and Education Supervisor at the facilities to conduct outreach activities.

Coordinates with the Office of Classification and Movement and the correctional facilities to retain students in college facilities, if feasible, and/or to place them in appropriate facilities to continue their college program.

Collaborates with Occupational Regional Supervisors to identify vocational programs that align with college degree, non-degree, and certificate programs.

Acts as a liaison between colleges and DOCCS to provide advanced placement opportunities and supplemental instruction for vocational and college programming to students, assists colleges in identifying grant eligible participants, and provides staff professional development relating to college programs.

Collaborates with colleges, transitional services, and Community Supervision on continuing education, financial assistance and scholarship process, and re-entry services to students.

Coordinates meetings with colleges and other stakeholders to review college programs, operational challenges, new initiatives, and best practices.

Minimum Qualifications

Coordinator Post-Secondary Education

Promotion: one year of permanent competitive service as an Occupational Regional

Supervisor, Curriculum Content Coordinator, or Education Supervisor
(General).

Open Competitive: master's degree in education, a permanent New York State teaching certification, and three years of experience in the following or a combination of: curriculum development or education supervision/administration in an institution setting.

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: 10/2023

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