



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE EDUCATION OFFICER

Exam No. 9002

WHEN TO APPLY: From: September 12, 2018

APPLICATION FEE: \$68.00

To: October 2, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Administrative Education Officers, under general direction, with varying degrees of latitude and independent judgement supervise the planning and development of a program of the City School District of New York in one or more of the following areas such as: portfolio planning, educational grants/funding, student enrollment, assessment and accountability, program evaluation, policy research, youth development, special education, early childhood, gifted and talented, education related social services, career and occupational education, college and career readiness, health, wellness, immunization, diagnostic and treatment services for parents and children, and liaison services with appropriate community agencies to assist pupils in adjusting to the school environment; may administer out-of-school programs in the foregoing areas. All Administrative Education Officers perform related work.

Special Working Conditions:

Administrative Education Officers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period (October 2, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in education, educational psychology, educational leadership, public administration, public policy, social work, or a closely related field, and two years of satisfactory, full-time progressively responsible professional experience in education administration, in such areas as: portfolio planning, educational grants/funding, student enrollment, assessment and accountability, youth development, special education, early childhood, program evaluation, policy research, college and career readiness, health and wellness, immunization, diagnostic and treatment services for parents and children, out of school programs, career and occupational education, curriculum development, evaluation and testing, educational planning, and educational statistics, or a related field, at least 18 months of this experience must have been in an executive, managerial, consultative, administrative or supervisory capacity in education administration; **or**
2. A baccalaureate degree from an accredited college or university and four years of satisfactory, full-time progressively responsible professional experience, in one or more of the areas as described in "1" above, at least 18 months of which must have been in an executive, managerial, consultative, administrative or supervisory capacity; **or**
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full time professional experience, in one or more of the areas as described in "1" above, at least 18 months of which must have been in an executive, managerial, consultative, administrative or supervisory capacity; **or**

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4. Education and/or experience equivalent to "1", "2", or "3" above. Undergraduate education above the high school level may be substituted for professional experience, in the areas described in "1" above, at the rate of 30 semester credits from an accredited college or university for each year of experience, up to a maximum of 4 years. Graduate education in areas other than those mentioned above, may be substituted for the professional experience, at the rate of 15 graduate semester credits from an accredited college or university, for 6 months of experience, up to a maximum of 1 year of professional experience. However, all candidates must have a high school diploma or its educational equivalent and 18 months of experience in an executive, managerial, consultative, administrative or supervisory capacity in education administration as described above.

The education requirement must be met by January 31, 2019. The experience requirement must be met by the last day of the Application Period (October 2, 2018).

Special Note: Teaching experience will be accepted towards meeting the requirement for professional experience; experience as a master or lead teacher, department head, or department chair will be accepted for the 18 months of executive, managerial, consultative, administrative, or supervisory experience in education administration, as described above. Experience as a master or lead teacher must include leading teacher teams.

Executive, managerial, consultative, or administrative work experience includes the authority to make critical decisions about the types of matters listed above. Supervisory experience must include supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

Residency: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
3. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2 (if applicable), A.4 (if applicable), A.5 (if applicable), B, and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
4. **Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks after January 31, 2019.

THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed on pages 1 and 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience performing administrative, consultative, managerial, and/or executive duties in education administration and/or supervising staff performing education administration work for a City, State or Federal Governmental agency for education program(s) and/or institution(s) for:

	You will receive:
At least 1 year, but less than 2 years	10 points
At least 2 years, but less than 3 years	20 points
3 or more years	30 points

If you have satisfactory full-time experience performing administrative, consultative, managerial, and/or executive duties in education administration and/or supervising staff performing education administration work with an employer other than a City, State or Federal Governmental agency for education program(s) and/or institution(s) for:

	You will receive:
At least 2 years, but less than 4 years	10 points
At least 4 years, but less than 6 years	20 points
6 or more years	30 points

Executive, managerial, consultative, or administrative work experience includes the authority to make critical decisions about the types of matters in education administration, in such areas as: portfolio planning, educational grants/funding, student enrollment, assessment and accountability, youth development, special education, early childhood, program evaluation, policy research, college and career readiness, health and wellness, immunization, diagnostic and treatment services for parents and children, out of school programs, career and occupational education, curriculum development, evaluation and testing, educational planning, and educational statistics, or a related field. Supervisory experience must include supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each month of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.

You will not receive credit for experience which you obtain after the end of the Application Period (October 2, 2018).

Experience must be obtained by the **last day of the Application Period**.

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:**Selective Certification For Special Experience, Certification and/or License:**

If you have the experience, certification, and/or license listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience, certification, and/or license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, certification, and/or license. **Your experience, certification, and/or license will be checked by the appointing agency at the time of appointment.**

Note: In **Section D** of the Education and Experience Test, please enter the 3-digit code which corresponds to the Selective Certification(s) you wish to be considered for and separate each with a comma and no space. For example, if you wish to select Selective Certifications #1 and #2, enter the following in **Section D** of the Education and Experience Test: **EAX, OTL**.

1. Evaluation and Assessment Experience: At least two (2) years of full-time satisfactory professional experience in performance management, talent development, evaluation, testing, research and development, or any other assessment specific academic area. **To add Selective Certification for Evaluation and Assessment Experience, enter "EAX" in Section D of the Education and Experience Test.**

2. Occupational Therapy Experience, Certification and License: At least two (2) years of full-time satisfactory experience as an Occupational Therapist in an educational setting of which one (1) year must be as a supervisor of Occupational Therapists (or a comparable experience in a school setting) and possession of a valid National Board for Certification in Occupational Therapy (NBCOT) certification and New York State license to practice Occupational Therapy. **To add Selective Certification for Occupational Therapy Experience, Certification and License, enter "OTL" in Section D of the Education and Experience Test.**

3. Physical Therapy Experience, Certification and License: At least two (2) years of full-time satisfactory experience as a Physical Therapist in an educational setting of which one (1) year must be as a supervisor of Physical Therapists (or a comparable experience in a school setting) and a valid New York State certification and license to practice Physical Therapy in the state of New York. **To add Selective Certification for Physical Therapy Experience, Certification and License, enter "PTL" in Section D of the Education and Experience Test.**

4. Enrollment Experience: At least two (2) years of full-time satisfactory experience in administration and development of Enrollment programs and practices. **To add Selective Certification for Enrollment Experience, enter "EPP" in Section D of the Education and Experience Test.**

5. Administration of Arts Education Programs Experience: At least two (2) years of full-time satisfactory experience in administration, development and implementation of Arts Education programs. **To add Selective Certification for Administration of Arts Education Programs Experience, enter "ART" in Section D of the Education and Experience Test.**

6. Special Education Experience: At least one (1) year of full-time satisfactory professional experience in developing/coordinating/implementing Individualized Education Programs (IEPs), policy recommendations, due process filings for special education students, Impartial Hearing decisions and resolutions, development of procedures and/or outreach communications to students with disabilities and their parents. **To add Selective Certification for Special Education Experience, enter "SEP" in Section D of the Education and Experience Test.**

7. Administration of Health and Wellness Programs Experience: At least two (2) years of full-time satisfactory experience in administration, development and implementation of Health and Wellness programs. **To add Selective Certification for Administration of Health and Wellness Programs Experience, enter "HWP" in Section D of the Education and Experience Test.**

8. Postsecondary Readiness Experience: At least two (2) years of full-time satisfactory experience in the development, implementation and evaluation of policies and practices, that ensure postsecondary readiness to students. **To add Selective Certification for Postsecondary Readiness Experience, enter "PRE" in Section D of the Education and Experience Test.**

9. Researching and Writing of Education Grant Proposals Experience: At least two (2) years of full-time satisfactory professional experience in the researching and writing of education grant proposals. **To add Selective Certification for Researching and Writing of Education Grant Proposals Experience, enter "QGP" in Section D of the Education and Experience Test.**

10. Policy Analysis Experience: At least two (2) years of full-time satisfactory professional experience interpreting rules and regulations and providing policy guidance for non-technical constituents, including members of the public. **To add Selective Certification for Policy Analysis Experience, enter "POA" in Section D of the Education and Experience Test.**

11. Early Childhood Program Management Experience: At least two (2) years of full-time satisfactory experience in managing the administration, development and implementation of Early Childhood programs. **To add Selective Certification for Early Childhood Program Management Experience, enter "ECM" in Section D of the Education and Experience Test.**

12. DOE Technology Applications Experience: At least two (2) years of full-time satisfactory professional experience utilizing one or more of the following information technology applications: GTS, FAMIS, APRIS, STARS, ATS, Student Enrollment Management System, UPK Data Management System (Pre - KIDS), School's Comprehensive Education (iPlan) and Charter Schools' invoicing system. **To add Selective Certification for DOE Technology Applications Experience, enter "ITE" in Section D of the Education and Experience Test.**

13. Compilation and Analysis of Data Experience: At least two (2) years of full-time satisfactory professional experience in the compilation and analysis of data including but not limited to the use of advanced statistical software packages, STATA, Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS). **To add Selective Certification for Compilation and Analysis of Data Experience, enter "CAE" in Section D of the Education and Experience Test.**

14. Microsoft Excel Experience: At least one (1) year of full-time satisfactory professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables. **To add Selective Certification for Microsoft Excel Experience, enter "EXL" in Section D of the Education and Experience Test.**

15. Structured Query Language (SQL) Experience: At least one (1) year of full-time satisfactory professional experience with Structured Query Language (SQL) including experience with Advanced SQL. This experience must include, but is not limited to performing joins, setting up primary and foreign keys, and writing stored procedures. **To add Selective Certification for Structured Query Language (SQL) Experience, enter "SQL" in Section D of the Education and Experience Test.**

16. Administration of Dance Programs Experience: At least two (2) years of full-time satisfactory experience in administration, development and implementation of Dance programs. **To add Selective Certification for Administration of Dance Programs Experience, enter "DPE" in Section D of the Education and Experience Test.**

17. Administration of Theatre Programs Experience: At least two (2) years of full-time satisfactory experience in administration, development and implementation of Theatre programs. **To add Selective Certification for Administration of Theatre Programs Experience, enter "TPX" in Section D of the Education and Experience Test.**

18. Administration of Public Health or Health Education Experience: At least two (2) years of full-time satisfactory professional experience in the field of Public Health, having taught Health Education or worked for a public health education-related organization. **To add Selective Certification for Administration of Public Health or Health Education Experience, enter "PHP" in Section D of the Education and Experience Test.**

19. Microsoft Access Experience: At least one (1) year of full-time satisfactory professional experience using Microsoft Access including experience with Advanced Access. The experience must include, but is not limited to working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS. **To add Selective Certification for Microsoft Access Experience, enter "45R" in Section D of the Education and Experience Test.**

20. Project Management Experience: At least two (2) years of full-time satisfactory professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting. This experience must include relationship management, strong negotiation skills and knowledge. **To add Selective Certification for Project Management Experience, enter "PMP" in Section D of the Education and Experience Test.**

21. Municipal Experience: At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population. **To add Selective Certification for Municipal Experience, enter "MGE" in Section D of the Education and Experience Test.**

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations – Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10062; Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas