



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

CONSULTANT (EARLY CHILDHOOD EDUCATION)
Exam. No. 0110

WHEN TO APPLY: From: April 7, 2010
To: April 27, 2010

APPLICATION FEE: \$ 60.00
Payable by mail by money order to DCAS (Exams)
Or payable online by credit card, bank card, or credit card.

WHAT THE JOB INVOLVES: Consultants (Early Childhood Education), under general direction, evaluate infant/toddler programs, child care facilities, and programs for pre-school children. All Consultants (Early Childhood Education) perform related work.

Some of the physical activities performed by Consultants (Early Childhood Education) and environmental conditions experienced are: walking to and from infant/toddler facilities, child care facilities, and programs for pre-school children; climbing and descending stairs; lifting weight up to 15 lbs, and working out-of-doors in all kinds of weather.

Special Working Conditions: Consultants (Early Childhood Education) appointed to this position may be required to work 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: The current minimum salary is \$56,021 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to qualify for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form 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 form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

- A masters degree in education from an accredited college or university, 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), including or supplemented by 12 semester hour graduate credits in early childhood or elementary education and three years of full-time satisfactory experience in one or a combination of the following: as the director or educational director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; as the teacher director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; as a consultant in early childhood education for such a program; or as a consultant in early childhood education in a public agency; or

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2. A baccalaureate degree in education from an accredited college or university, 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), including or supplemented by student teaching in early childhood education (pre-K to 2nd grade) in an acceptable licensed program in a licensed school and a masters degree from an accredited college or university, 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) in education, social work, psychology, or counseling and three years of full-time satisfactory experience as described in "1" above.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. **Be sure to follow the instructions contained in the Guide to Completing the Education and Experience Test Paper which appears at the end of this Notice of Examination.** If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Medical Requirement: Medical guidelines have been established for the position of Consultant (Early Childhood Education). Candidates will be examined to determine whether they can perform the essential functions of the position of Consultant (Early Childhood Education). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or to perform the essential functions of the job.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within ninety 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 the City of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out **Sections A.1 (if applicable), A.4, A.5, A.6, B, C (if applicable) and D (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. **Follow the instructions contained in the Guide to Completing the Education and Experience Test Paper which appears at the end of this Notice of Examination.** Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you applying online,** follow the online instructions.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

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 above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory experience in one or a combination of the following: as the director or educational director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; as the teacher director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; as a consultant in early childhood education for such a program; or as a consultant in early childhood education in a public agency; you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience
- (B) 20 points for at least two years but less than three years of experience
- (C) 30 points for three or more years of experience.

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 year 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.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a motor vehicle driver license valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this selective certification, state "driver license" in Section D on page 4 of the Education and Experience Test Paper.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Spanish, Cantonese, French Creole, French, Korean, Mandarin, Russian, Albanian, Portuguese, Polish, Urdu, Greek, Hindi, Italian, Bengali, Japanese, Arabic, Punjabi, and/or a West African Language, and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in **Section D** on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

Either Selective Certification requirement may be met at any time during the duration of the list. If you meet either requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination number and title and your social security number on your correspondence.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

Guide to Completing the Education and Experience Test Paper

1. Describing your Education Background:

If you meet the education requirement based on having a **masters degree in education:**

- In **Section A.5:** Enter the information required to describe your masters degree. Fill in all fields.
- In **Section A.6:** List all graduate level courses you have completed in elementary and/or early childhood education. Fill in all fields for each such course.

If you qualify based on having a **baccalaureate degree in education plus acceptable student teaching experience plus an acceptable masters degree:**

- In **Sections A.4 and A.5:** Enter the information required to describe your baccalaureate (**Section A.4**) and masters (**Section A.5**) degrees. Fill in all fields in each of these Sections.
- In **Box 1 of Section B:** Enter the following information regarding your student teaching: the college you attended while doing your student teaching, the pre-school or elementary school in which you were placed, the authority which licensed the school in which you were placed, the grade(s) in which you did your student teaching, and the number of hours of student teaching you completed in early childhood education (pre-K through 2nd grade).

2. Describing your Employment History:

Use one Box in Section B for each employment. Fill in all fields. Provide additional information in each box you complete in **Section B** as stated below:

For each position in which you served as the **director or educational director** of a school or program:

- In the **Office Title** field: Enter director, educational director, or teacher director (as appropriate).
- In the **Description** field: State each of the following: the authority which licensed the school or program; the number of licensed teachers of early childhood education employed by the school or program; the number of children served by the school or program; and the ages of the children served by the school or program.

For each position in which you served as a **consultant in early childhood education:**

- In the **Name and Address of Employer** field: Enter the name of the organization you worked for and indicate whether this was a public or private agency.
- In the **Description** field: Describe the specific consultant services you provided, the percentage of time spent providing each such service, and the authority which licensed the school(s) and/or program(s) for which you provided these services.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51611; Child Welfare Consultant Occupational Group

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