



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE EDUCATION OFFICER
Exam No. 6003

WHEN TO APPLY: From: March 4, 2026

APPLICATION FEE: \$82.00

To: March 24, 2026

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

**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:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by March 24, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (March 24, 2026).

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**

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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**
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 6 months of professional experience, up to a maximum of 2 years. Graduate education in areas other than those mentioned above, may be substituted for the professional experience, at the rate of 30 graduate semester credits from an accredited college or university, for 1 year 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.

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.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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 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:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at [nyc.gov/CivilServiceNowNYC](https://www.nyc.gov/CivilServiceNowNYC) and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

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. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.

3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a **"document-by-document" (general)** evaluation.

THE TEST:

Your score will be determined by an Education and Experience Exam. 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 additional credit up to a maximum of 100 points on the following basis:

Experience used to gain additional credit must be obtained by the last day of the Application Period (March 24, 2026).

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 up to:
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 up to:
At least 2 year 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.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

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Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

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. If you wish to apply for Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in OASys. **Your experience, certification, and/or license will be checked by the appointing agency at the time of appointment.** The certificates must be maintained for the duration of your employment.

1. **Evaluation and Assessment Experience (EAX):** 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.
2. **Occupational Therapy Experience, Certification and License (OTL):** 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.
3. **Physical Therapy Experience, Certification and License (PTL):** 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.
4. **Enrollment Experience (EPP):** At least two (2) years of full-time satisfactory experience in administration and development of Enrollment programs and practices.
5. **Administration of Arts Education Programs Experience (ART):** At least two (2) years of full-time satisfactory experience in administration, development and implementation of Arts Education programs.
6. **Special Education Experience (SEP):** 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.
7. **Administration of Health and Wellness Programs Experience (HWP):** At least two (2) years of full-time satisfactory experience in administration, development and implementation of Health and Wellness programs.
8. **Postsecondary Readiness Experience (PRE):** 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.

9. **Researching and Writing of Education Grant Proposals Experience (QGP):** At least two (2) years of full-time satisfactory professional experience in the researching and writing of education grant proposals.
10. **Policy Analysis Experience (POA):** 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.
11. **Early Childhood Program Management Experience (ECM):** At least two (2) years of full-time satisfactory experience in managing the administration, development and implementation of Early Childhood programs.
12. **DOE Technology Applications Experience (ITE):** 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.
13. **Compilation and Analysis of Data Experience (CAE):** 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).
14. **Microsoft Excel Experience (EXL):** 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.
15. **Structured Query Language Experience (SQL):** 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.
16. **Administration of Dance Programs Experience (DPE):** At least two (2) years of full-time satisfactory experience in administration, development and implementation of Dance programs.
17. **Administration of Theatre Programs Experience (TPX):** At least two (2) years of full-time satisfactory experience in administration, development and implementation of Theatre programs.
18. **Administration of Public Health or Health Education Experience (PHP):** 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.
19. **Microsoft Access Experience (45R):** 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.
20. **Project Management Experience (PMP):** 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.
21. **Municipal Government Experience (MGE):** 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.
22. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
23. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
24. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
25. **Educational Environment Experience (EDU):** You must possess two (2) years of experience working in an educational program(s) and/or institution(s).

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

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.

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 & Application 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