ZOHRAN KWAME
MAMDANI
Mayor

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Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

EDUCATION OFFICER
Exam No. 6045

WHEN TO APPLY:	**From: January 7, 2026** **To: January 27, 2026**	**APPLICATION FEE: $82.00** **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.**

THE TEST DATE: Multiple-choice testing is expected to begin on **Monday, March 9, 2026**.

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

WHAT THE JOB INVOLVES:

Education Officers perform professional and/or supervisory work of various levels of responsibility in the planning and development of a program of the City School District of New York in one or more of the following areas: special education, career and occupational education, health, 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. Education Officers may assist in the administration of out-of-school programs in the foregoing areas. Education Officers utilize computers in the performance of these duties. All Education Officers perform related work.

(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 $64,313 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. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. 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 an Admission Notice or score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by January 27, 2027. The experience requirement and state teaching certification/license needed to qualify must be met by the last day of the Application Period (January 27, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in education, guidance, educational administration and supervision, or a related field; **or**

2. A baccalaureate degree from an accredited college or university **and** one of the following:
   A. one year of full-time satisfactory professional experience in educational program administration, or career or occupational program administration; **or**
   B. one year of full-time satisfactory professional experience as a state certified or licensed teacher; **or**

3. A four-year high school diploma or its educational equivalent and five years of full-time satisfactory professional experience in educational program administration, career or occupational program administration; **or**

4. A combination of education and/or experience which is equivalent to the requirements in "1," "2," and "3" above. However, all candidates must have at least an approved four-year high school diploma or its educational equivalent.

Examples of qualifying experience in educational program administration: work with evaluation and testing; researching and writing educational grant proposals; administration of funded programs; educational

research, and analysis of educational data; experience in early childhood Pre-K program support; coordination and/or administration of special education programs, student enrollment, youth development, and school safety programs.

Examples of qualifying experience in career or occupational program administration: work in adult and continuing education programs; skill assessment for substitute teacher and paraprofessional candidates; and planning and preparation of training programs.

Classroom work in a capacity other than as a state certified or licensed teacher is not qualifying experience.

Note: If you wish to claim experience as a state certified or licensed teacher as described in "2 B." above, you **must** enter your teaching experience and your state teaching certification/license in your OASys Profile. When entering your state teaching certification/license, you **must** include the name of the state teaching certification/license, the state which issued the teaching certification/license, the date the teaching certification/license was issued, and the expiration date of the state teaching certification/license. **Only satisfactory full-time teaching experience gained while possessing a state teaching certification/license will be accepted**.

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'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on January 27, 2026. Once you click on Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

Residency Requirement Advisory:

City residency is not required for this position.

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 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	**Brooklyn**	**Queens**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

Staten Island	**Bronx**
135 Canal Street	1932 Arthur Avenue
3rd Floor	2nd Floor
Staten Island, NY 10304	Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, January 19, 2026.

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* 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, Veterans' or 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*

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 which is 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:

The multiple-choice test for the **Education Officer** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of 70%. The test assesses knowledges and abilities important for the role.

Topics covered include Stakeholder Engagement & Communication; Project & Program Management; Data Management & Analysis; Training, Coaching & Capacity Building; Systems & Technical Support; and Administrative & Operational Support.

The multiple-choice test may include questions requiring the use of any of the following abilities:

Deductive Reasoning - The ability to apply general rules to specific problems to come up with logical answers. **Example**: An Education Officer may use this ability when planning for a professional development day.

Inductive Reasoning - The ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example**: An Education Officer may use this ability when determining the information that should be inserted into a form, report, database, etc.

Information Ordering - The ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example**: An Education Officer may use this ability when following the steps provided to prepare and execute after school and Saturday programs.

Mathematical Reasoning - The ability to understand and organize a problem then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example**: An Education Officer may use this ability when dealing with simple budgeting.

Number Facility - The ability to add, subtract, multiply, and divide quickly and correctly. This can be steps in other operations like finding percentages. **Example**: An Education Officer may use this ability when computing financial information used in reports.

Problem Sensitivity - The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example**: An Education Officer may use this ability when spotting irregularities in a contract and determining how they could affect future costs.

Written Comprehension - The ability to understand written sentences and paragraphs. **Example**: An Education Officer may use this ability when reading protocols and policies of the Department of Education.

Written Expression - The ability to use English words or sentences in writing so that others will understand. **Example**: An Education Officer may use this ability when preparing well-written, understandable reports, lessons plans, etc.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at *testingaccommodations@dcas.nyc.gov*.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your 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 meet the education and experience requirements and pass the multiple-choice test, 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.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult your **agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at *testingaccommodations@dcas.nyc.gov*, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:
Selective Certification For Special Experience:

If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

Selective Certifications:

1. **Experience in Compilation & Analysis of Educational Data (CAE):** At least one (1) year of satisfactory, full-time professional experience in the compilation and analysis of educational data. This experience must include advanced knowledge of statistical software packages including, but not limited to, STATA, Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS).
2. **Researching and Writing of Education Grant Proposals Experience (QGP)**: At least one (1) year of satisfactory, full-time professional experience in the researching and writing of education grant proposals.
3. **Microsoft Excel Experience (EXL):** At least one (1) year of satisfactory, full-time professional experience using Microsoft Excel. This experience must include advanced knowledge of Excel including, but not limited to, using advanced functions (i.e. VLOOKUP, IF statements) and Pivot Tables.
4. **Experience Using Structured Query Language (SQL):** At least one (1) year of satisfactory, full-time professional experience using Structured Query Language (SQL). This experience must include advanced knowledge of SQL including, but not limited to, performing joins, setting up primary and foreign keys, and writing stored procedures.
5. **Microsoft Access Experience (MCS)**: At least one (1) year of satisfactory, full-time professional experience using Microsoft Access, including experience with Advanced Access. Examples include, but are not limited to, working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS.
6. **Project Management Experience (PME):** At least one (1) year of satisfactory, full-time 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.
7. **Experience in Information Technology Applications (ED1):** At least one (1) year of satisfactory, full-time professional experience utilizing one or more of the following information technology applications: GTS, FAMIS, APRIS, STARS, ATS, Student Enrollment Management System, SESIS, Provider Assignment, COGNOS, CAP, Power Bi, UPK Data Management System (Pre - KIDS), School's Comprehensive Education (iPlan) and Charter Schools' invoicing system.
8. **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.
9. **Experience in Planning, Developing, and Directing Day Care Services (PDD):** At least one (1) year of satisfactory, full-time paid experience as the director of a school devoted largely or exclusively to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education, or the equivalent experience in a consultative capacity.
10. **Qualitative Program Evaluation Experience (EAX):** At least one (1) year of satisfactory, full-time experience collecting and analyzing data to conduct qualitative programmatic evaluations of education, public health, or other related programming.
11. **Policy Development/Implementation Experience (POA):** At least one (1) year of satisfactory, full-time experience in a governmental, not-for-profit, or non-governmental organization primarily focused on developing policy or designing strategies for implementation of policy, or oversight of such policy implementation.
12. **Computer Science Experience (CSC):** At least one (1) year of satisfactory, full-time professional experience in computer science education or in a computing-related field. This includes teaching students or adults software engineering, computer science, computational thinking, or the engineering design process, or working as a programmer, user experience/interface designer, or related technical product management.
13. **Business Process Management Experience (BMP):** At least one (1) year of satisfactory, full-time professional experience analyzing, measuring, improving, optimizing, and/or automating business processes. This experience must include documenting and/or flowcharting operational business processes, performing gap analyses, and developing short and long-term solutions to enable continuous process improvement.
14. **Professional Training Experience (PTE):** At least one (1) year of satisfactory, full-time professional experience developing training materials (i.e. curriculum and videos) and conducting large-scale training sessions. The experience must include using tools such as Captivate, Adobe Connect, and Adobe Creative Cloud.
15. **Health and Wellness Programs Experience (HWP):** At least one (1) year of satisfactory, full-time experience in the administration, development and implementation of Health and Wellness programs.

16. **Public Health or Health Education Experience (SHP):** At least one (1) year of satisfactory, full-time professional experience in the field of Public Health, having taught Health Education or worked for a public education-related organization.
17. **US 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.
18. **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.
19. **Civil Service Pathways Fellowship (FEL)**: Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
20. **Educational Environment Experience (EDU):** At least two (2) years of satisfactory, full-time experience working in an educational program(s) and/or institution(s).

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 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.