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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

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## NOTICE OF EXAMINATION

### PROMOTION TO ADMINISTRATIVE EDUCATION OFFICER Exam No. 6502

**WHEN TO APPLY:** From: March 4, 2026  
To: March 24, 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.

**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.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Education Officer or Associate Education Officer; **and**
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. It is your responsibility to ensure that you meet the eligibility requirements for this examination before submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

#### ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO APPLY:

Apply through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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](http://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](http://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](mailto: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](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 promotion, 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.

## THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the eligibility 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 with the City of New York as a permanent (not provisional) employee performing administrative, managerial, consultative, and/or executive duties in education administration and/or supervising staff performing education administration work 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 with an employer other than the City of New York, performing administrative, managerial, consultative, and/or executive duties in education administration and/or supervising staff performing education administration work for education program(s) and/or institution(s) for:** **You will receive up to:**

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 may claim a maximum of one year of experience credit for each year you worked. Each year of experience can be credited under only one category which will be the highest appropriate category.**

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.**

**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](http://www.nyc.gov/ess)
- All Others: Log into your OASys account at [www.nyc.gov/examsforjobs](http://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 and are marked eligible, 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 promotion 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 promoting agency at the time of promotion. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification. 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 two (2) years of satisfactory, full-time experience within a municipal government which provides services for a city with a population of over 1 million.
22. **Educational Environment Experience (EDU):** At least 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](http://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.

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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](http://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](http://nyc.gov/dcas)