

**MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK**

**EXAMINATION FOR**

**No. 65-708 PARENT EDUCATOR  
BINGHAMTON CITY SCHOOL DISTRICT**

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An **Open Competitive** examination for the position of **PARENT EDUCATOR, BINGHAMTON CITY SCHOOL DISTRICT**, will be held on Saturday morning, **December 1, 2018** at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

**MINIMUM SALARY: \$20,000.00 per year**

**POSTED: September 13, 2018**

A fee of **\$12.50, check or money order only**, is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton** and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4<sup>th</sup> floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at [www.cityofbinghamton-ny.gov](http://www.cityofbinghamton-ny.gov)** and must be filed at said office on or before **Wednesday, October 10, 2018**. Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

**It is the responsibility of the candidate to notify the City of Binghamton, Civil Service Department of any change in name or address. No attempt will be made to locate candidates who have moved.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.**

**RESIDENCY REQUIREMENTS:**

**THERE IS NO RESIDENCY REQUIREMENT FOR THE BINGHAMTON CITY SCHOOL DISTRICT.**

**Special Requirement for Appointment in School Districts and BOCES:**

**Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.**

**CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.**

**MINIMUM QUALIFICATION: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Sociology, human services or behavioral science or a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in above and two years of experience in social work, childcare, mental health, early childhood education, working with individuals having learning disabilities; or
- (c) Graduation from high school or possession of an equivalency diploma and six (6) years of experience listed in (b) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

Note: 60 college credits in sociology, human services or behavioral science or a closely related field is equivalent to an Associate's Degree.

**Special Requirement:** Complete training for PATS certification within 2 years of hire.

**DUTIES:** This work involves responsibility to provide direct *Parent as Teachers* services to parents and their children, facilitates Group Connections, complete records and reports related to services, and performs other duties as assigned.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Interviewing**

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

**2. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**3. Principles and practices of social casework**

These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**Calculators are ALLOWED for this exam.** You are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants",

“Address Books”, “Language Translators”, “Dictionaries” or any similar devices are prohibited. You **may not** bring books or other reference materials to the examination.

**VETERAN CREDITS:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible *list*. Applications for veteran’s credit are available from this office. Veteran’s credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

**MILITARY PERSONNEL:** Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination.

Contact the Binghamton Civil Service Office for more information.

**Children of Firefighters and Police Officers killed in the line of duty:** “In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

**RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES:** If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**EMERGENCY WEATHER CONDITIONS:** Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center.

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 4<sup>th</sup> floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

**The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.**