

Class Concept

This is administrative, policy-making work in directing the various and broad educational programs and services of the N.C. Department of Public Instruction. Employees serve as an Associate State School Superintendent over major program areas of the Department and are delegated responsibility for the general administration and management of each area. Employees in this class are relied upon by the State Superintendent and Chairman of the State Board of Education to assist in the execution of the state public school laws, and the policies, rules, and regulations of the State Board of Education in their assigned work areas. The positions supervise and direct professional staff in areas such as educational programming, instruction, assistance, testing, and monitoring; financial and school business services; and State Board of Education relations. Work is performed with considerable independence subject to general review by the State Superintendent and/or the Chairman of the State Board of Education.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of modern theories and practices of education and school administration.
- Thorough knowledge of state and federal laws and regulations governing public education in North Carolina.
- Demonstrated ability to direct an extensive educational program area.
- Ability to delegate complex tasks to professional and office support staff.
- Ability to represent the State Department of Public Instruction and to interpret its program and its objectives to community groups, professional associates, legislative groups, and the public in an effective manner.
- Ability to maintain effective working relationships with federal officials, teachers, superintendents, education agency personnel, local boards of education, and management and professional staff in the Department of Public Instruction.

Minimum Education and Experience

PhD or Ed.D in curriculum and instruction or education administration from an appropriately accredited institution and ten years of progressively responsible leadership experience in public education, or

Master's degree in Business Administration or Public Administration from an appropriately accredited institution and ten years of progressively responsible financial leadership experience in public education, or an equivalent combination of related training and experience.